

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 6.1**

**PAGE: 1 OF 4**

**SUBJECT: HYBRID WORK POLICY**

**DEPARTMENT AFFECTED: ALL**

**APPROVED BY: Leadership**

**ISSUED: 1/12/22**

**PURPOSE:** Hybrid work means an employee works at home for part of their workweek. Marklund considers hybrid work to be a viable, flexible work option when both the employee and the job's essential functions are suited to such an arrangement. Hybrid work may not be appropriate for all functions and positions. Hybrid work is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Marklund.

**POLICY/PROCEDURE:**

Any hybrid work arrangement can be discontinued at will and at any time at the request of either the employee or the organization. The employee may be called back into the office at any time, and based on business necessity.

The employee's performance and hybrid work arrangements will be evaluated quarterly by the employee's SPOT member.

This policy provides guidelines for hybrid work at Marklund, and is not a hybrid work contract.

**Eligibility**

Individuals requesting formal hybrid work arrangements must be employed with Marklund for a minimum of 90 days of continuous, regular employment and must have a satisfactory performance record. The hybrid work arrangement will be reviewed and approved or denied by the employee's respective SPOT member.

Leadership employees are not eligible for a hybrid work schedule, unless approved by the CEO.

Hybrid work requires employees to spend some of their days in the office, any requests for a fully remote work arrangement will need to be evaluated and approved by the CEO on a case-by-case basis.

Before entering into any hybrid work agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability - The employee and manager will assess the needs and work habits of the employee based on current and prior performance
- Job responsibilities - The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- The employee and manager will agree on the number of days of hybrid work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within a reasonable time period during the agreed upon work schedule.

Evaluation of hybrid work performance will include regular interaction by phone and e-mail between the employee and the manager, and regular meetings to discuss work progress and problems. Evaluation of hybrid work performance will be consistent with that received by employees working at the office in both content and frequency, and will focus on work output and completion of objectives. An appropriate level of communication between the hybrid employee and supervisor will be agreed to as part of the discussion process.

### **Equipment**

Marklund will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. Marklund will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

On a case-by-case basis, Marklund will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for each hybrid work arrangement, as with any in-office arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Marklund accepts no responsibility for damage or repairs to employee-owned equipment. Marklund reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, hybrid employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file

cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by Marklund's workers' compensation policy. Hybrid employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Hybrid work is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective hybrid workers are encouraged to discuss expectations of telecommuting with family members prior to entering a hybrid work arrangement.

### **Time Worked**

Hybrid employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Marklund's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the hybrid worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Ad Hoc Arrangements**

Temporary hybrid working arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal hybrid working arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

**Acknowledgment**

I received and reviewed the Hybrid Work Policy and Procedure provisions set forth above, understand them, and will comply with them. I understand that my hybrid work privileges are limited, and may be revoked at any time. I further understand that Company may decide, in its sole discretion, that I am ineligible to work on a hybrid basis. In that event, I will be required to work full-time in the Company’s offices. I further understand that this Policy does not create any contractual rights, and does not otherwise alter my at-will employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
SPOT Member Signature

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
SPOT Member Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Approval & Date (if required per policy)