

Hybrid work policies: how to guide

Hybrid work models offer flexibility but bring challenges that demand clear guidelines. Office policies are essential to balance preferences, promote engagement, and ensure efficiency.

The problem

Companies need support in creating and implementing office rules to avoid operational chaos, engage employees and management, and accommodate everyone's new work habits.

The solution

Hybrid work policies provide the necessary framework to help companies establish and implement clear office rules, preventing workplace chaos while fostering employee and management engagement.

These policies are designed to accommodate diverse work habits by offering structured guidelines for attendance, collaboration, and productivity in a hybrid work setting, ensuring a balanced approach to flexibility and compliance.

Key policies for success

- **Minimum office days:** Establish a baseline for in-office presence to ensure team cohesion.
- **Mandatory presence days:** Define specific days for mandatory in-office work to facilitate team collaboration.
- **Remote work guidelines:** Set expectations for availability and communication during remote work.
- **Personalization:** Create the right policy for each of your team.
- **Most widely used policy:** 2 days in the office - 3 days remote.

Integration into corporate strategy

Hybrid office policies should be embedded into the corporate strategy to leverage hybrid work's benefits fully. This involves:

- **Selecting digital tools:** Choose collaboration platforms that easily connect in-office and remote employees. These tools should integrate well with your existing systems, promoting efficient communication, project management, and file sharing across all teams.
- **Promoting effective communication:** Make sure to share your policies with all employees.
- **Redesigning the office:** Create flexible workstations, creative areas for brainstorming, and meeting areas to enhance productivity during in-office days. This ensures the office becomes a hub for collaboration rather than a place for individual tasks that can be done remotely.
- **Adjusting meeting schedules:** To maximize collaboration, structure meetings, and key team activities around in-office days. Utilize remote days for deep work, individual tasks, and smaller virtual check-ins.
- **Providing training:** Give employees the skills they need to succeed.
- **Compliance monitoring:** Utilize digital tools like deskbird to monitor policy adherence, track office attendance, and maintain accountability. This ensures that the hybrid work model remains consistent across teams and that expectations are met without micromanaging employees.

Benefits of hybrid office policies

- **Enhanced employee engagement:** Policies that balance personal preferences with operational needs boost satisfaction and engagement.
- **Productivity gains:** A structured approach to hybrid work fosters productivity by providing clear expectations.
- **Improved efficiency & collaboration:** Well-defined policies enable smooth cooperation between remote and in-office employees, ensuring team synergy.
- **Creating a suitable work environment:** Align your work environment with your company's values and culture through well-crafted hybrid policies. These rules can be a strategic asset in cultivating a flexible and structured workplace, leading to a more engaged workforce.

Top recommendations (based on conversations with 100+ companies)

- Begin developing office policies aligning with your corporate strategy.
- Engage employees in the process to ensure policies meet both operational and personal needs.
- Implement and communicate policies effectively and use digital tools to monitor compliance.
- Analyze and adjust: make sure to have access to high-level data to see how your policies are used and amend if needed.

For more info, check out:



Hybrid work policy: how to set it up successfully

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