

Hybrid Work Schedule and Core Hours Agreement

This agreement outlines the hybrid work arrangements, core hours, and expectations for the employee listed below. This document is intended to be printed, signed, and kept on file with Human Resources and the department supervisor.

1. Employee Information

Employee Name:

Job Title:

Department:

Supervisor Name:

Agreement Effective Date:

2. Hybrid Work Schedule

Indicate the planned work location for each day of the week (e.g., "In-Office", "Remote", or "Off"):

Day of the Week	Work Location	Scheduled Hours (e.g., 8:00 AM - 5:00 PM)
Monday	<input type="text" value="In-Office / Remote / Off"/>	<input type="text"/>
Tuesday	<input type="text" value="In-Office / Remote / Off"/>	<input type="text"/>
Wednesday	<input type="text" value="In-Office / Remote / Off"/>	<input type="text"/>
Thursday	<input type="text" value="In-Office / Remote / Off"/>	<input type="text"/>
Friday	<input type="text" value="In-Office / Remote / Off"/>	<input type="text"/>

3. Core Hours

Regardless of work location (In-Office or Remote), the employee must be available during the designated company core hours for meetings, collaboration, and contact.

Core Hours Start Time:

Core Hours End Time:

4. Terms and Conditions

- The employee agrees to remain accessible during scheduled remote working hours via phone, email, and designated messaging platforms.
- The employee agrees to maintain a safe and ergonomically sound remote workspace.
- The supervisor and company reserve the right to modify or terminate this hybrid work agreement at any time with appropriate notice.
- All company policies, including data security, confidentiality, and timekeeping, apply to remote workdays.

5. Agreement Signatures

By signing below, the employee and supervisor agree to the terms, schedule, and core hours outlined in this agreement.

Employee Signature: _____ Date:

Supervisor Signature: _____ Date: