HYBRID WORKPLACE STRATEGIES

Building a workplace model that provides your employees with the option to work remotely for all or parts of the work week can result in higher productivity, greater flexibility for employees to balance work and life responsibilities, help your organization recruit the best and brightest talent, and improve the community by mitigating travel congestion with transportation demand management.

There are a lot of different options to choose from so you can select the best strategy (or strategies!) for your workplace. Keep in mind, the naming conventions can vary by organization or geography, so be sure to define your strategies in your remote work or hybrid workplace policy.

Hybrid Work Models – Organizations examining hybrid strategies will likely fall somewhere on the continuum below from fully remote to office first, and maybe even offer multiple variations of hybrid work through a "choose your own path" model. These workplace variations can even differ by individual or department as you weigh the job role and individual's characteristics.

Remote-First

When companies encourage employees to work from home or in an office but work to ensure the employee experience is the same for the fully remote employees.

Office First, Remote Frequent

When the office is the primary place for working, but remote work consistently happens at least once a week.

Employee Choice

When employees are allowed to choose their work model. The number of days in the office may dictate when an employee has an assigned desk or uses a hoteling option.

Office First, Remote Allowed

When the office is the primary and preferred place for working, but employees can work remotely when needed.

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Support Your Workplace Flexibility

Additional flexible work strategies may be necessary to complement your hybrid work model and support employee's preferences.

Hoteling

When desks are not assigned to individuals, but available for booking for part or an entire workday.

Core Hours

When hours are set for collaboration and meetings, allowing employees to schedule the remainder of their workday to accommodate focus time for individual tasks.

Flexible Hours

Often implemented with core hours, employees may be given a range of start and end times for the workday (e.g. start between 7-9am and end the workday from 4-6pm with 10am-3pm as core hours).

Cohort or A/B Scheduling

Where people are assigned an A or B schedule alternating days or weeks in the office. This strategy could accommodate desk sharing.

Flexible Schedules

When employees spend part of the workday at home and part of the day at the office.

Staggered Schedules

When employees arrive at a set time to avoid congestion in elevator lobbies or at security checkpoints.

Add-On Flexibility

Depending on the structure of your hybrid work model, the following strategies could be tested to support overall focus and productivity.

Collaboration Days

Encourage a frequency of days per week or days per month to have everyone in the office to encourage large-scale collaboration.

Focus Fridays

When companies encourage no virtual meetings to encourage focus time for employees.

Asynchronous Communications

Reduce meetings and focus on communication that does not rely on immediate responses leveraging technology tools to share information, collect feedback, and brainstorm with colleagues.

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