



Human
Resources



Employee Hybrid Work Guidelines

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GUIDED BY OUR VISION AND VALUES

Our **Educator Essentials** and **Core Values** guide our decisions on our desired workplace culture, including our hybrid work plan.

Educator Essentials

- Consistent & Reliable
- Knowledgeable & Committed to Lifelong Learning
- Racial Equity & Social Justice Centered
- Inclusive & Responsive to Differentiated Learners
- Community-minded, Connected & Collaborative
- Innovative, Global & Pragmatic
- Caring, Empathetic & Relational
- Adaptive, Resilient and Open to Change

Core Values

- Students at the Center
- Racial Equity & Social Justice
- Honesty & Integrity
- Excellence
- Respect
- Relationships
- Creativity & Innovation
- Partnerships & Collaboration
- Grounded in the Spirit of Portland
- Joyful Learning & Leadership

PURPOSE

Our hybrid work guidelines reflect our commitment to rebuilding a sense of community, connection, and shared ownership in a positive workplace culture—one that supports our mission of delivering exceptional service to our schools, students, and families. The COVID-19 pandemic reshaped the way we work and engage with each other. As we move forward, we are thoughtfully applying the lessons from these experiences and balancing the flexibility our employees value with the consistent presence and collaboration needed to best serve our community.

Our hybrid work model is grounded in the belief that visibility and in-person connection matter—for effective leadership, real-time support, mentorship, and relationship-building. It ensures that central services remain accessible, responsive, and aligned with the needs of our school-based teams. This guide outlines our shared expectations, offers insight into our flexible work structure, and serves as a resource for employees as we navigate this transition together—anchored in care, clarity, and our collective responsibility to accelerate student success.

ONGOING HYBRID WORK OPTIONS & EXPECTATIONS

Hybrid criteria

There are both team and individual commitments needed to make hybrid work options successful. Central office departments must ensure physical presence of staff and service coverage during regular operating hours.

PPS Employee Hybrid Work Guidelines

Please note: Hybrid work is allowable only for employees who reside within the Portland-Salem-Vancouver metropolitan area.

Hybrid work eligibility

To be eligible, employees must:

1. Work in a position eligible for hybrid work.
2. Discuss and develop a plan with your supervisor.
3. Understand and agree to the hybrid work requirements and agreement (see Appendix A).

Flexible Work Options

Senior leaders considered a variety of factors in determining the level of eligibility for flexible work for each role. Each position is unique and requires careful consideration of factors, such as, but not limited to, if the role provided direct support to students, required access to tools, equipment or other requirements that are located on-site, type of job responsibilities, etc. Employees in positions that are eligible for hybrid work are not required to work hybridly.

Below are the categories of flexible work:

Eligibility Definitions	
Hybrid Work	Eligible for a regular hybrid work schedule, up to 3 days of remote work per week, determine schedule with advanced consultation with supervisor.
Supervisor	Full-time on-site*
Not Eligible	Not eligible for remote work.

**Occasional Remote Work: While occasional remote work may be approved on a case-by-case basis by a supervisor, if operational needs are met, it is not intended to be a set or recurring schedule. Staff with full-time on-site expectations should not rely on ad-hoc flexibility as a regular alternative.*

Hybrid work expectations

- PPS provides each employee with work space and equipment. Employees who choose to, and are approved, have a remote schedule are responsible for their home equipment. PPS does not supply wi-fi, furniture, ergonomic reviews, etc., for home offices.
- Delivering on service-level commitments from a remote work location means employees are accessible and productively engaged during scheduled work hours.
- A physical presence in every department is required Monday through Friday.
- Employees must be available for in-person standing or ad hoc staff meetings.
- Comply with all PPS rules, policies, practices, and instructions that would apply if working on-site at a PPS location.

PPS Employee Hybrid Work Guidelines

- Follow your schedule, take required breaks and lunch, and obtain prior approval for any overtime before it's worked.
- Protect confidential information at all times, including student and employee data. **PPS files may not be maintained or stored at home offices or personal devices.**
- On approved remote work days, employees who encounter power, internet, or other technical difficulties are expected to make alternate work location arrangements, come on-site to complete their work, or request time off.
- Ensure arrangements are made for regular dependent care during all work hours, understanding that hybrid work is not a substitute for dependent care. Remaining engaged in work activities is not consistent with simultaneously caring for dependents.
- Remain flexible in adjusting schedules when work and personal needs shift. You may be called in to your work-site on short notice for unplanned or unexpected circumstances.
- Maintain a safe and secure work environment at all times.
- Report work-related injuries to your manager and [Risk Management](#).
- Hybrid work is not a replacement or alternative to taking sick leave or vacation. Being fully engaged in work activities during your work hours is the expectation. If you are too ill to work from home, use your sick time for rest, recovery, and getting medical care. Vacation time is an important opportunity to rest and recharge, and you are encouraged to take your vacation time.

Additional supervisor information

- Supervisors **may not require** an employee to work from home.
- Should a supervisor believe a position or classification's work from home eligibility level be changed, they must first discuss the proposed eligibility change with their cabinet member and then discuss with Human Resources. Employees may not work under a different category than designated until approved by Human Resources.
- Employees are not permitted to work remotely more than their classification eligibility allows for, and supervisors do not have the authority to approve these requests or changes. If an employee experiencing a health or medical issue requests hybrid work more than their classification eligibility allows, refer the employee to the ADA process on the [Human Resources website](#).
- Occasional Remote Work - While occasional remote work may be approved on a case-by-case basis by a supervisor, if operational needs are met, it is not intended to be a set or recurring schedule. Staff with full-time on-site expectations should not rely on ad-hoc flexibility as a regular alternative.

PPS Employee Hybrid Work Guidelines

- **Encourage vacation.** Flexible hybrid work is not intended to prevent employees from taking vacation time. Employees should be encouraged to take vacation time free of any work expectations.
- **Changes** in an employee's regular hybrid work schedule (i.e. which days are on-site vs remote) require **supervisor approval**.

WORKSPACE + EQUIPMENT + SYSTEMS + TOOLS

Technology Policies

Employees are expected to follow the [Acceptable Use Policy](#) (8.60.041-AD) when using district equipment and conducting district business. See also [Computer Use Policy](#) (8.60.040-P).

Equipment that is damaged, lost, or stolen must be reported immediately. Review [Risk Management's website](#) to report damaged, lost, or stolen equipment.

Equipment

PPS provides each employee with one workstation. Employees who choose to, and are approved, have a work from home schedule are expected to provide their own home equipment. Visit the [OTIS Purchasing website](#) for details.

Equipment	Use
Computer and docking station (if needed)	PPS will provide one computer and docking station for laptops. Employees who are approved for hybrid work are required to transport their equipment to and from the office.
Monitor (one or two)	PPS will provide up to two monitors which are for use when on-site.
Mouse & Keyboard	PPS will provide one mouse and keyboard which are for use when on-site.
Chair	PPS will provide one chair for employees. Chairs are for use when on-site only and may not be taken home.
Standing Desk	PPS may provide employees with a standing desk option. Standing desks are for use when on-site only and may not be taken home.
Other	Employees who need additional equipment may make a request of their supervisor.

APPENDIX A - Hybrid Work Agreement and Form



Portland Public Schools - Human Resources Hybrid Work Agreement Form

Hybrid Work Options

This form is required for employees who are in positions that are eligible for hybrid work. Employees and supervisors must review the hybrid work guidelines, complete this form, and return it to Human Resources. View eligibility by position [here](#).

In addition to being in a position eligible for hybrid work, to be eligible, employees must:

1. Discuss and develop a plan with your supervisor.
2. Understand and agree to the hybrid work requirements outlined in these guidelines and complete this agreement.
3. Once approved by your supervisor, this form must be submitted to HR for inclusion in your personnel file.

Hybrid Working Agreements

Employees who are approved to work a hybrid schedule agree to the following:

Professional Expectations

- Every central office workspace includes business hours and contact information
- Respond promptly to communications
- Calendars reflect daily working location
- Calendars are open to teams/supervisors to see the title and invite list
- Office phones are forwarded, or voicemails are checked daily when working offsite
- Out of office message is placed on email and voicemail when appropriate and directs customers who to contact during your absence

Hybrid Work Expectations

- PPS provides each employee with an on-site work space and tools/equipment. Employees who choose to, and are approved, have a hybrid home schedule are responsible for their own home equipment. PPS does not supply wi-fi, furniture, monitors, ergonomic reviews, etc., for home.
- Delivering on service-level commitments from an offsite work location means employees must remain accessible and productively engaged during scheduled work hours.
- Comply with all PPS rules, policies, practices, and instructions that would apply if you were working onsite at a PPS location.
- Follow your schedule, take required breaks and lunch, and obtain **prior** approval for any overtime.
- Protect confidential information at all times, including student and employee data. **PPS files may not be maintained or stored at home offices or on personal computers or equipment.**
- On approved remote work days, employees who encounter power, internet, or other technical difficulties are expected to make alternate work location arrangements, come on-site to complete their work, or request time off.

PPS Employee Hybrid Work Guidelines

- Ensure arrangements are made for regular dependent care during all work hours, understanding that hybrid work is not a substitute for dependent care. Remaining engaged in work activities is not consistent with simultaneously caring for dependents.
- Remain flexible to adjusting schedules when work and personal needs shift. You may be called in to your work-site on short notice for unplanned or unexpected circumstances.
- Maintain a safe and secure work environment at all times.
- Report work-related injuries to your manager and [Risk Management](#) as soon as practicable.
- Hybrid work is not a replacement or alternative to taking sick leave or vacation. Being fully engaged in work activities during your work hours is the consistent expectation of the hybrid work option. If you are too ill to work from home, use your sick time for rest, recovery, and getting medical care. Vacation time is an important opportunity to rest and recharge, and you are encouraged to take your vacation time.

Employee Information

Name: _____ Job title: _____

Department: _____ Supervisor: _____

Hybrid Work Schedule & Plan

Please outline your planned initial schedule as agreed upon by you and your supervisor. Upon mutual agreement, the schedule may change and is not required to be re-submitted to HR.

Day	Hours	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Acknowledgement

I have reviewed the hybrid working agreements, service level commitments, and my remote work schedule with my supervisor and agree to follow them. I acknowledge that the hybrid working program or my permission to participate in it may be changed by the District in the future.

Employee Signature

Date

Supervisor Signature

Date

SUBMIT COMPLETED FORMS TO HUMAN RESOURCES VIA [UPLOAD TO THIS GOOGLE FORM](#)

APPENDIX B - Position Eligibility List

(view the position eligibility list online at pps.net/Page/17889)

Please note: As of June 1, 2025 the eligibility list is in progress for the August 18, 2025 return to office date. The full position eligibility list will be published by the end of June, 2025.

APPENDIX C - Templates

[*Contact Information Signage for Work Spaces*](#)

[*Out of Office Message Guidance & Templates*](#)