



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](#)