

# DETERMINING WFH RELEVANT ROLES



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## Guiding principles for deciding if a work from home role is productive:

1. A high level of data security can be maintained when communicating information
2. Is safe and cost effective to setup
3. Does not require an in-office customer service presence
4. Does not require physical contact with goods
5. Does not require on-site supervision or teamwork to complete tasks

### SECURITY AND SAFETY

- ❖ Data can be secure per company guidelines and other governing entities
- ❖ A safe work area can be confirmed
- ❖ Has a dedicated (no interruptions) work area and work area meets company setup requirements
- ❖ No regular on-site use of equipment
- ❖ All necessary materials and equipment can fit into the at-home work area and costs are feasible
- ❖ Help Desk and hardware support staff can be productive in servicing the at-home setup
- ❖ Has a residential address for receiving shipping and mail

### CUSTOMERS

- ❖ Customer care will not diminish
- ❖ Has internet
- ❖ Has adequate and reliable remote systems access

### TEAMWORK

- ❖ Co-worker productivity will not diminish
- ❖ Productivity can be tracked
- ❖ No regular on-site interactions with others to provide services or complete tasks
- ❖ Not have direct reports on-site to supervise