


CHECKLIST FOR CREATING A TELECOMMUTING POLICY



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**A Telecommuting Policy defines all parameters to qualify for working remotely.
Some common matters to consider:**

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- Your legal and HR leaders should vet the policy
 - Who is eligible?
 - Approval process
 - How will productivity be tracked?
 - Meeting and training attendance
 - Processes for communication
 - Start and end hours, meal and rest breaks
 - Description of the work area
 - Expense policy
 - Equipment utilization
 - Data security and confidentiality
 - Calling out

FAQ's

- ❖ What is the policy and process if an employee relocates out of proximity to their home “office” when near another office and when not near another office?
- ❖ Is telecommuting only allowed at home or can I work from a campground or Starbucks?
- ❖ What is the expected work area setup and is the company providing me any equipment?
- ❖ What are the daily or weekly production requirements?
- ❖ Can the eight-hour day be split up throughout the day?

“Treat your home work culture with the same respect required for office work culture.”

- JBH, from AskJBH.com, 5 Tips from Working from Home

