

Tips for Creating Telework Employee Guidelines



The following guide can be a helpful tool when creating telework employee guidelines, which are important components of a successful program.

An employer may need to decide whether teleworking is available only to eligible employees or the entire organization.

Salary, Job Responsibilities, Benefits

An employer may need to consider whether compliance with existing job requirements will be the same as those that are in effect in the office, whether salary and benefits will change because of involvement in the telework program, and if specific job responsibilities will be modified, including who will be permitted to approve those modifications (i.e. employee's supervisor).

Work Hours, Overtime, Vacation

An employer may need to decide whether work hours are expected to change during the program, and, when appropriate, a process for scheduling overtime.

Work Schedule

An employer may need to establish a daily work schedule for telework days and the required approval an employee may need to obtain. For example, teleworkers could be required to work certain "core hours" and be accessible by telephone or otherwise during those hours.

Equipment

An employer may need to decide what equipment is necessary for a suitable home or remote office location. The company may elect to provide computer, software, and other equipment needed for teleworking and establish conditions for such use. The employer may also consider whether personal equipment may be used for teleworking, including the extent of the teleworker's responsibility for maintenance and insurance for such equipment.

Workspace

An employer may need to set standards for a teleworker's workplace, including, for example, that a designated workplace may need to be quiet and free from interruption as well as the placement and installation of equipment to be used while teleworking. An employer may consider whether the company will need to approve the site before teleworking begins.

Office Supplies

An employer may consider whether office supplies will be provided by the company and whether out-of-pocket expenses for other supplies will be reimbursed.

Dependent Care

Any employer may establish conditions regarding teleworking as a substitute for dependent care.

Income Tax

Any employer may need to determine the responsibility of a teleworker to determine income tax implications of maintaining a home office area and encourage teleworkers to consult with a qualified tax professional or attorney to discuss any income tax implications.

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Evaluation

An employer may consider establishing whether teleworkers are required to participate in employer studies, surveys, training, inquiries, reports, and analyses related to the telework program. An employer may also need to determine the extent to which teleworkers are required to comply with the employer's rules, practices, and instructions related to teleworking and consequences of violations thereof.