



Telecommuting Policy

Below is a sample telecommuting policy an employer might include in its employee handbook.

“Telecommuting involves a regular work-at-home or remote-access arrangement for all or part of the workweek. An employee will not be allowed to telecommute when:

- The nature of the job requires the employee to be on-site,
- The job duties cannot be performed efficiently from a remote location,
- The employee does not regularly demonstrate high levels of performance and productivity, or
- The employee requires close supervision or interaction with other employees.

Employees who are allowed to telecommute must maintain high standards of performance and a regular work schedule. **Any telecommuting arrangement will begin on a trial basis for the first three months, and may be discontinued, at will, at any time by request of either the telecommuter or the organization.** Employees who work offsite will be held to the same terms of employment as onsite employees, and will also be required to:

- Maintain equal productivity with in-office workers, where applicable;
- Keep an accurate account of both work hours and work completed in those hours;
- Refuse personal visitors during work hours and arrange for daycare or elder care services, if applicable;
- Be responsible for any company property, including equipment, materials and intellectual property used off-site;
- Remember that they are representatives of the company regardless of working location; and
- Maintain a workplace free from recognized hazards and that complies with all occupational safety and health standards, rules and regulations.

The company will not be responsible for loss, damages, or wear of any equipment, furniture or supplies owned by the telecommuter, and the telecommuter is responsible for insurance coverage on company-owned equipment in the event of a natural disaster or fire in which the equipment becomes inoperable or destroyed at the telecommuter’s residence.”

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