

[NAME OF EMPLOYER]

TELECOMMUTING PROGRAM POLICY

“Telecommuting” is defined as a work alternative that substitutes home-to-work commuting with the option of working from home or another satellite work location. Telecommuting does not include temporary work-at-home situations due to special conditions such as an employee recovering from an illness, or caring for an ill family member. All of these situations may be arranged between the employee and his/her supervisor, on an as needed basis.

[NAME OF EMPLOYER] considers telecommuting to be a viable management work option that, when appropriately applied, offers opportunities for improved employee performance, reduced commuting miles, and cost cutting.

Telecommuting is a cooperative voluntary arrangement between employee and employer, not an entitlement, and is based on the needs of the job and the company, and the employee’s past and present levels of performance.

This policy applies to all full-time and part-time employees who work a regular schedule. This policy complies with the provisions of all applicable employment laws and standards.

To ensure an effective, productive telecommuting program, [NAME OF EMPLOYER] establishes the following policies:

Criteria for Participating in the Program

Jobs suitable for telecommuting are characterized by clearly defined tasks and deliverables. A telecommuter’s performance is measured by results, not work location. Not all employees and/or positions are suitable for telecommuting. The job of the telecommuter must be of a nature in which face-to-face interaction is minimal or may be scheduled in a manner which permits telecommuting.

Telecommuters will be self-motivated, have minimal requirements for face-to-face daily supervision, and will have demonstrated conscientiousness about work time and productivity.

Each telecommuting arrangement will be cost-justified, subject to benefit tracking and reviewed at regular intervals for continued mutual benefit to employee and employer.

Telecommuting arrangements may be either on a part-time or full-time basis. More specific conditions relating to the arrangement will be detailed in a formal Telecommuting Agreement to be signed by the employee and employer.

Participation in the Program is entirely voluntary. A supervisor cannot require an employee to telecommute, and an employee cannot demand the “right” to telecommute.

Ending the Arrangement

Each telecommuting arrangement is jointly arranged between employee and employer. Because the arrangement is voluntary, it may be terminated at any time, upon ____ business days written notice, by either the employer or the employee.

Workspace Requirements

If an employee is conducting authorized business and his/her actions are within the course and scope of his/her employment with the Employer, the Employer’s liability is the same whether the employee is at home or at a regular workplace location. Therefore, employees who telecommute must keep their telecommuting workspace in a professional businesslike manner, and as clean and free from hazards as their regular workplace environment, in order to minimize the chance of accidents.