

Sample Telework Policy

Telework policies vary in detail from simple to highly complex and involved. The following sample policy is intended as a general guideline as you prepare your company's policy. It contains some of the essential elements required of good teleworking policies. Some of the other pieces that you may want to address in your policy include:

- Attendance at meetings
- Communication
- Compensation and benefits
- Dependent care
- Employee-incurred costs
- Equipment
- Leave
- Liability
- Office supplies
- Overtime
- Security
- Technical support
- Termination of agreement
- Training
- Travel expenses
- Work hours
- Workers' compensation

Sample Telework Policy

Telework, also referred to as telecommuting, is an innovative business solution that can help curb the growth in auto travel, thereby conserving energy, alleviating traffic congestion and improving air quality. Telework can also increase employee productivity, improve morale, reduce costs, and attract and retain talented employees. By endorsing telework, **(Organization Name)** strives to be an example of how telework can enhance corporate efficiency and improve Oregon's quality of life.

The following policy applies to all employees and sets out guidelines on telework and defines the parameters of the teleworking arrangement.

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The Policy:

It is the policy of **(Organization Name)** to allow employees to telework when opportunities exist for improved employee performance, reduced commuting miles, or organization savings. Teleworking allows employees to perform their duties outside the traditional office on a full- or part-time basis. On telework days an employee might work from home, a satellite office, or even on the road.

Teleworking is a privilege, not a universal benefit or employee right. The company has the right to offer telework to an employee and to terminate a teleworking arrangement at any time. Telework is a voluntary program unless specifically stated as a condition of employment. Employees may decline telework if the option is presented. The employee may also discontinue the arrangement at any time, unless otherwise specified in the telework agreement. Telework may be temporarily suspended due to the organization's operational needs.

Compensation and Schedule

The employee's compensation, benefits, and work responsibilities will not change due to participation in the teleworking program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program. Teleworking employees must comply with all organizational rules, policies, and procedures.

Eligibility

Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor's ability to manage remote workers.

Upon acceptance to the program both the employee and manager will be expected to complete a training course designed to prepare them for the telework experience. All teleworkers must sign an agreement.

Management decisions regarding telework are not subject to appeal except as outlined in this policy. This policy does not set conditions for employees whose official workstation is in the home or who may wish to arrange to do work at home on an occasional basis. Arrangements for full-time home-stationed workers shall be determined on a case-by-case basis.

This policy complies with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990.



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