

Company: _____

Checklist for reviewing work-from-home proposals

SCHEDULE

- ☐ How many days per week will be teleworker at days?
- ☐ Will the number of telework days increase later?
- ☐ If so, under what conditions, and what will be the maximum number of telework days?
- ☐ What days of the week, if any, must be in-office days?
- ☐ Under what conditions will the telecommuter be asked to come in on a telework day?
- ☐ Will the number of telework days vary from week to week?

WORK HOURS

- ☐ Will the telecommuter have core hours during which he or she will be available by phone?
- ☐ If you agree to an "early bird" or "night owl" schedule, how will communication occur?
- ☐ What arrangements can be made to satisfy the company's need for predictability and the telecommuter's need for flexibility?
- ☐ If the teleworker is a nonexempt employee, how will hours be tracked and reported?
- ☐ What will constitute overtime?
- ☐ What must be approved in advance, and what will be reported later?

USE OF OFFICE TIME

- ☐ What tasks will be done at the office?
- ☐ What tasks will be done on telework days?
- ☐ How will the task allocation be evaluated?
- ☐ When will staff meetings be held?
- ☐ When and how will project reviews be held?

COMMUNICATION

- ☐ How can you ensure that the telecommuter will be available by phone when needed?
- ☐ Will voice mail or an answering machine take messages?
- ☐ Who will provide the voice mail service?
- ☐ Will a business phone line be used exclusively for business purposes?
- ☐ How will calls for the teleworker be handled at the office?
- ☐ Will his or her home-office number be given automatically?
- ☐ Will his or her calls be transferred? Forwarded? Or will coworkers take messages?
- ☐ How often will the teleworker check e-mail?
- ☐ Determine how important paper mail will be delivered on telework days.
- ☐ Would a daily status-update call with the telecommuter be appropriate?

LOGISTICS, EQUIPMENT, AND COSTS

- ☐ Create a secure backup system for the teleworker.
- ☐ Plan how technical support will be provided.
- ☐ Make sure that the teleworker has sufficient support at the office.
- ☐ Decide what equipment is necessary and who will pay for it.