



CommuteSmart New Hampshire

Sample Telecommuting Policy & Procedures

PURPOSE

Telecommuting allows employees to work from home or another off-site location rather than a central office. Although not all jobs and positions can be performed satisfactorily from other locations, [Employer] recognizes that, in some cases, telecommuting can be a practical, flexible work option for employees. Teleworking does not change the terms and conditions of employment.

PROCEDURE

Telecommuting will be permitted on a case-by case basis and must be formally approved by [Employer/Supervisor]. Any telecommuting arrangement can be terminated at any point at the request of the employee or employer. All qualifications for eligibility must be met and approved by [Employer/Supervisor] prior to entering a telecommuting arrangement.

ELIGIBILITY

To enter a telecommuting arrangement, the employee must be a regular, full-time employee and have been employed with [Employer] for at least one year. The employee must have successfully passed the required probationary period and have a documented history of satisfactory job performance. Before entering a telecommuting arrangement, the employee and employer will evaluate the appropriateness of the arrangement regarding the following areas:

- **Employee job duties:** The employee and employer will assess the employee's job responsibilities and determine if the nature of the work is suitable for a telecommuting arrangement.
- **Employee work ethic:** The employee and employer will evaluate the employee's work habits and ethic to determine if the employee is a suitable candidate for telecommuting.
- **Equipment needed:** The employer and employee will assess whether the employee is properly equipped to work remotely. [Employer] does not assume responsibility for operating costs, home maintenance, or other costs incurred by telecommuting employees. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner.

Eligible employees are expected to carry out the same duties, assignments, and other work obligations as they do when working at the central location. They must demonstrate the ability to maintain a satisfactory job performance and meet organizational demands. The employee must be able to work

independently and maintain a strong level of productivity. The Employee must be self-motivated, disciplined and flexible. Telecommuting employees must be available to their supervisors and co-workers during established business hours.

GENERAL EXPECTATIONS AND CONDITIONS

Employees must agree to comply with [Employer's] rules, policies and procedures and understand that violation of such may result in termination of telecommute agreement.

Telecommuting employees are required to document all hours worked in the company's time-keeping system. The telecommuter's schedule will be arranged with the employer and specified in the telecommuting arrangement.

Telecommuting is not intended to serve as a substitute for child or adult care. Employees are encouraged to discuss this telecommuting policy with family members prior to entering the arrangement.

TELECOMMUTING AGREEMENT

If choose to include a formal telecommute agreement form, include here.

The telecommuting agreement establishes the specific conditions that apply to employees working in alternate locations. This agreement must be approved by the employer's supervisor and any other required supervisory staff. The supervisor may modify or terminate the telecommuting agreement at any time.

AD HOC ARRANGEMENTS

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, business travel, family or medical leave. These arrangements are as needed with no expectation of ongoing continuance.