

Telecommuting Policy Outline Template

1. Purpose

Describe the intent of the telecommuting policy.

2. Scope

Define which employees or positions are eligible for telecommuting.

3. Policy Statement

Summarize the organization's stance on telecommuting.

4. Definitions

- Telecommuting
- Remote Work
- Home Office
- Flexible Schedule

5. Eligibility Criteria

- Job roles suitable for telecommuting
- Employee performance requirements
- Managerial approval process

6. Guidelines and Expectations

1. Regular work hours and availability
2. Communication protocols
3. Productivity and deliverables
4. Collaboration with the team

7. Equipment and Tools

- Company-provided equipment
- Employee responsibility for maintenance
- Software and network access

8. Security and Confidentiality

- Data security requirements
- Handling confidential information
- Use of secure networks

9. Health and Safety

Guidelines to ensure the home workspace meets safety standards.

10. Compensation and Benefits

Clarify if and how telecommuting affects pay, benefits, and reimbursements.

11. Policy Review and Termination

Describe how the policy will be reviewed, and conditions under which telecommuting can be revoked.

12. Acknowledgment

Section for employee to acknowledge understanding and agreement to the policy.