

# 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.