

**Does anyone have, and would be willing to share, a “flex-time” and/or “working from home” policy?**

***Summary: Responses were evenly split between companies that do not have a policy and companies that have either an informal or formal policy.***

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We do not. Managers have access to files on home equipment, but hourly employees do not.

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Our salaried staff are allowed to work from home when needed for personal reasons.

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We are just beginning to work on one as well.

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Our policy is simple, no way.

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We do not have a flex time policy & don't currently allow working from home.

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Don't know if what we do is what the questioner really wants to know. (May want to know more like having the accounting person work from home...)

ALL of our salespeople – in several states – work from home. Our out of state CSRs also work from home. We've set up their phone/cell phone/fax/computers and all invoices come to our office.

All of these people are expected to be available by phone or email ten hours per day (approx. 7:30am – 5:30pm) Monday through Friday. We are perfectly aware that they may answer their cell phone while they are at a grocery store, but so long as the work gets done, we are okay with it.

This set up has been working very well for all of us – we measure the results by the sales and prospecting activities of each staff person and the staff person has extraordinary day to day flexibility.

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We do not have one but would like to see what others have.

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This is a great question. We are visiting this topic as we speak. Very interested in the responses.

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We are open to flex time and working from home at the managers discretion. It is usually a family situation and we understand the situation.

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We do not have a formal policy but very interested in the topic.

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We do not have either opportunities.

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We do not offer a formal Flex Time or Working from Home policy. We do allow employees to work from home on a special limited basis if their job duties allow. IE: Medical leave with light duty restrictions but they cannot drive, they can work from home until medically released. Only suitable for certain office workers, not production workers.

We do offer Comp Time (2hrs. per week) at Supervisors discretion. Employee may leave for appointment and make up the time by working longer hours during the week.

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Here is our policy~

**TELECOMMUTING POLICY**

We consider telecommuting to be a voluntary alternative work arrangement that may be appropriate for some employees and some jobs. We may permit some employees in specific positions to telecommute and work at home on certain predetermined agreed upon days per week as long as telecommuting does not adversely affect the employee's productivity, the efficient operation of our company, or the terms of this policy or any Telecommuting Agreement. Either an employee or a manager can suggest telecommuting as a possible work arrangement. Telecommuting does not itself change the terms and conditions of employment with us.

An employee is only permitted to telecommute in the following situations:

1. A short-term or project-based arrangement with permission from the employee's manager; or
2. A long-term or indefinite arrangement with permission from the employee's manager and after execution of a Telecommuting Agreement.

Before a manager will consider granting permission for a short-term or project-based telecommuting arrangements, the employee shall advise the manager of the specific work to be performed off the premises and the projected amount of time expected.

For a non-exempt employee, if the telecommuting will cause an employee to work enough hours per week to become eligible for overtime under federal and/or state law, all overtime hours must be approved in advance by the employee's manager. Under no circumstances is an employee to perform work from home without prior permission.

A long-term or indefinite telecommuting arrangements may involve a meeting among the employee, his/her manager and a company officer, and will require the execution of a Telecommuting Agreement in a form acceptable to us. We have the discretion to determine if the telecommuting arrangement is a long-term arrangement that will require a Telecommuting Agreement, and executive management may, at its discretion, terminate a Telecommuting Agreement at any time.

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## Telecommuting Policy

[Name of Company] may consider telecommuting to be a viable alternative work arrangement in cases where the employee, job and supervisor characteristics are best suited to such an arrangement.

Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

It is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement nor is it a company-wide benefit and it in no way changes the terms and conditions of employment with [Name of Company].

### Procedure

1. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Other informal, short-term arrangements may be made for employees to the extent practical for the employee and the organization. All informal telecommuting arrangements are made on a case by case basis, focusing on the business needs of the organization first. Such informal arrangements are not the focus of this policy.
2. Individuals requesting formal telecommuting arrangements must have been employed with [Name of Company] for at least 12 months of continuous, regular employment and must have exhibited above average performance or hired to work remotely.
3. Any telecommuting arrangement made will be on a trial basis for the first three months, and may be discontinued, at will, at any time at the request of either the telecommuter or [Name of Company] if we feel that the arrangement is not in the best interests of the Company.
4. [Name of Company] will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and data lines, internet connection, etc.) for each telecommuting arrangement on a case-by-case basis. HR and (IT) will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by [Name of Company], will be maintained by the employee. [Name of Company] accepts no responsibility for damage or repairs to employee-owned equipment. [Name of Company] reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Company is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment all company property will be returned to [Name of Company], unless other arrangements have been made. Employees must return property in the same condition (except for ordinary wear and tear) in which it was issued. Employees will be held personally liable for any damage to company property.
5. Any and all bills associated with the set up of a home office or monthly charges for phone, internet access and the like must be turned in promptly at the end of each month to the supervisor for review.
6. Consistent with the [Name of Company]'s expectations of information asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, use of encryption software and any other steps appropriate for the job and the environment. Employees are required to notify [Name of Company] of any possible breach in network or data security.

7. The employee will establish an appropriate work environment within their home for work purposes. [Name of Company] will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees may request appropriate assistance in setting up a work station designed for safe, comfortable work from Human Resources.
8. Injuries sustained by employees while at their home work location and in conjunction with their regular work duties are normally covered by the Company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries immediately or as soon as practical following medical treatment. The employee is liable for any injuries sustained by visitors to their work site. [Name of Company] assumes no liability for injuries occurring in the employee's home workspace outside of working hours. Employees should note that some homeowner insurance policies do not automatically cover injuries arising out of, or relating to, the business use of their home. For the employee's protection, they should have their homeowners/tenants liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home. Employees who live in rented property should be aware that their lease may prohibit business use of premises.
9. [Name of Company] will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The organization will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities.
10. The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain and the manner and frequency of communication. The employee agrees to be accessible by phone or e-mail within a reasonable time period during the agreed upon work schedule.
11. Telecommuting employees will record all hours worked via our web-based timekeeping system. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement.
12. Before entering into any telecommuting agreement, the employee and manager, with the assistance of HR will evaluate the suitability of such an arrangement paying particular attention to the following areas:
  - a. Employee Suitability - the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
  - b. Job Responsibilities - the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
  - c. Equipment needs, work space design considerations and scheduling issues.
  - d. Tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.
13. If the employee and manager agree and HR concurs, a three month trial period will commence in accordance with this policy.
14. Evaluation of telecommuter performance during the trial period and onwards will include regular interaction by phone and e-mail between the employee and the manager, and face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period, the employee and manager will discuss the arrangement and whether to continue with or without modifications or whether to discontinue the work at home arrangement.

15. Telecommuters are not to engage in outside employment while telecommuting.
16. The availability of telecommuting as a flexible work arrangement for [Name of Company] employees can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days notice. There may be instances, however, where no notice is possible.
17. Failure to comply with the requirements of this policy can result in the immediate cessation of the telecommuting agreement.