

**Do any members have policies on working at home that they can share? We have one salaried employee who has been doing this often over a six month period.**

***Summary: most members who responded do not allow employees to work from home.***

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Something I am simply not comfortable with - we have no formal policy

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We do not have any specific policies (two replies)

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We do not allow people to work from home (two replies)

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Many on staff are allowed to work from home when appropriate to the job at hand. Sales, design (on occasion), marketing, management, accounting – many log in remotely to work.

We don't monitor their hours. We don't monitor their productivity. We hire adults and trust them to do their job.

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we do not have " work from home " policy  
no one works from home

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We are old school...we generally don't allow employees to work from home.

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On occasion, we have managers work from home. However, we currently do not have a work at home policy.

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Salaried employees are the only ones that we allow to do this under special circumstances. We do record the times so they get credit for their day's pay, but that is about it.

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We don't; this will be a good one I would like to have too.

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We try do be flexible. The situation depends on if collaboration face to face is a necessary part of the job plus what is the rationale for working from home.

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We do not have a separate work at home policy at this time.

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*Here's our policy:*

#### TELECOMMUTING POLICY

\_\_\_\_\_ considers telecommuting to be a voluntary alternative work arrangement that may be appropriate for some employees and some jobs. \_\_\_\_\_ 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 the 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 the company.

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 arrangement, 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 \_\_\_\_\_ officer, and will require the execution of a Telecommuting Agreement in a form acceptable to \_\_\_\_\_. \_\_\_\_\_ has the discretion to determine if the telecommuting arrangement is a long-term arrangement that will require a Telecommuting Agreement, and we may, at our discretion, terminate a Telecommuting Agreement at any time.

**Editor's note: here are some links to some additional resources:**

5 Issues Your Company's Telecommuting Policy Should Address (Business News Daily)  
<https://www.businessnewsdaily.com/7749-create-telecommuting-policy.html>

Work from Home Policy Sample (Workable)  
<https://resources.workable.com/work-from-home-company-policy>

It Only takes 8 Words to Create the Best Work from Home Policy You'll Ever See (Inc.)

1. Get your work done.
2. Be available.
3. Overcommunicate.

<https://www.inc.com/jeff-haden/it-only-takes-8-words-to-create-the-best-work-from-home-policy-youll-ever-see.html>

Telecommuting Policy Sample (Global Workplace Analytics)  
<http://globalworkplaceanalytics.com/sample-documents/telecommuting-policy-sample>

Have a policy for employees who work from home (Baltimore Sun)  
<http://www.baltimoresun.com/business/success/inc/tca-have-a-telecommuting-policy-for-employees-20180302-story.html>

**Sample policies from our HR partner MRA:**

Sample Telecommuting Policy  
<https://glga.info/wp-content/uploads/1/2018/06/Work-Life-Benefits-Telecommuting-Policy.doc>

Sample Working from Home Policy  
<https://glga.info/wp-content/uploads/1/2018/06/Work-Life-Benefits-Working-from-Home-Policy.doc>

Sample Telecommuting Work Agreement  
<https://glga.info/wp-content/uploads/1/2018/06/Work-Life-Benefits-Telecommuting-Work-Agreement.doc>