[Company name]

# Checklist for reviewing work-from-home proposals

your logo here

|  |  |
| --- | --- |
| Schedule | |
|  | How many days per week will be teleworker at days? |
|  | Will the number of telework days increase later? |
|  | If so, under what conditions, and what will be the maximum number of telework days? |
|  | What days of the week, if any, must be in-office days? |
|  | Under what conditions will the telecommuter be asked to come in on a telework day? |
|  | Will the number of telework days vary from week to week? |
| Work hours | |
|  | Will the telecommuter have core hours during which he or she will be available by phone? |
|  | If you agree to an “early bird” or “night owl” schedule, how will communication occur? |
|  | What arrangements can be made to satisfy the company’s need for predictability and the telecommuter’s need for flexibility? |
|  | If the teleworker is a nonexempt employee, how will hours be tracked and reported? |
|  | What will constitute overtime? |
|  | What must be approved in advance, and what will be reported later? |
| USE OF OFFICE TIME | |
|  | What tasks will be done at the office? |
|  | What tasks will be done on telework days? |
|  | How will the task allocation be evaluated? |
|  | When will staff meetings be held? |
|  | When and how will project reviews be held? |
| Communication | |
|  | How can you ensure that the telecommuter will be available by phone when needed? |
|  | Will voice mail or an answering machine take messages? |
|  | Who will provide the voice mail service? |
|  | Will a business phone line be used exclusively for business purposes? |
|  | How will calls for the teleworker be handled at the office? |
|  | Will his or her home-office number be given automatically? |
|  | Will his or her calls be transferred? Forwarded? Or will coworkers take messages? |
|  | How often will the teleworker check e-mail? |
|  | Determine how important paper mail will be delivered on telework days. |
|  | Would a daily status-update call with the telecommuter be appropriate? |

|  |  |
| --- | --- |
| Logistics, equipment, aND Costs | |
|  | Create a secure backup system for the teleworker. |
|  | Plan how technical support will be provided. |
|  | Make sure that the teleworker has sufficient support at the office. |
|  | Decide what equipment is necessary and who will pay for it. |