

[Telecommuting Policies: Key Drafting Tips](#)

Go to: Sample Language for Telecommuting Policy

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Employers frequently allow employees to work remotely or from home to perform their job duties. They do so for many reasons. Telecommuting arrangements help attract and retain employees, create a professional atmosphere supportive of employees reaching their full potential, and meet the needs of a twenty four-hour global marketplace.

However, allowing employees to work remotely or from home is not always possible or beneficial for the employer. Telecommuting may not be feasible for certain jobs, such as those in the service industry. And, even if feasible, some employees will take advantage of the arrangement because working outside of the office setting may diminish the employer's control and the employee's accountability.

For an annotated telecommuting policy, see [Telecommuting Policy](#).

Any well-written telecommuting policy should include the following:

- Which positions are eligible for telecommuting
- How to request a telecommuting arrangement
- Any restrictions on telecommuting, for instance, if the employer only allows telecommuting a few days each week
- A clear statement that employees who telecommute continue to be responsible for complying with all employer policies and procedures

Additionally, employers should consider entering into a stand-alone telecommuting agreement with employees for whom the employer has approved telecommuting arrangements. This agreement may detail any specifics of the telecommuting arrangement (e.g., hours of work, how non-exempt employees will record time, communication with the employee's supervisor, company equipment, etc.) and include a disclaimer that the employer may withdraw permission to telecommute at any time.

Sample Language for Telecommuting Policy

[Company] may allow [full-time] employees to telecommute (i.e., work remotely or work from home). All requests to telecommute should be in writing and submitted to your supervisor and the Human Resources Department. All telecommuting arrangements must be approved in advance by [Company]. Permission to telecommute is at [Company's] discretion and can be withdrawn at any time.

Employees permitted to telecommute will be required to sign a written telecommuting agreement that, among other things, describes the agreed-upon hours of work, how hours will be recorded, communications with your supervisor, when (if at all) you will be required to report to [Company's] offices, equipment issued to you, the security of any [Company] equipment issued to you, and technological support. In addition, employees permitted to telecommute must continue to abide by all employment policies, including those found in this Handbook. Failure to follow this agreement or these policies may result in discipline (up to and including the termination of your employment) and/or the termination of the telecommuting arrangement.

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This policy applies to employees permitted to telecommute on a regular basis. This policy does not apply to requests for reasonable accommodation or occasional work from home arrangements such as in instances of inclement weather. Employees requesting to telecommute as a reasonable accommodation should follow [Company's] procedures on requests for reasonable accommodation.

If you have any questions regarding this policy or if you have questions about telecommuting that this policy does not address, please contact the Human Resources Department.

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