

MANAGING REMOTE EMPLOYEES

EMPLOYER CHECKLIST

WRITTEN POLICY

- Eligibility for remote-compliant positions
- Termination policy
- Safety requirements for remote work environment

Expectations on:

- Modes of communication
- Employee response time
- Hours of availability
- Whether equipment is provided

COMPENSATION

- Ability or software to track time worked, as well as meal and rest breaks
- Overtime compensation policy
- Expense reimbursements for work-related internet and cell phone usage
- Exempt employee paychecks (likely employees need to be paid in full for any week they perform work)
- Non-exempt employee paychecks (likely paid only for time actually worked remotely)
- Any additional equipment or services charges approved by a supervisor

EQUIPMENT

Full access to necessary equipment & software:

- Functioning laptop
- Smartphone
- Cloud-based apps
- Policy on working in public places and using public Wi-Fi
- Guidelines to avoid security or data breaches

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