REMOTE WORK CHECKLIST

☐ **Determine Eligible Positions**
- ☐ Identify positions critical to business operations that can (and cannot) be done remotely; document business-related reasons to avoid employee complaints and potential discrimination claims.

☐ **Equipment and Technology**
- ☐ Determine necessary equipment and software needed to perform jobs remotely and the cost to provide company-owned equipment (e.g. laptops, docking stations, additional monitors, phones, printers, office supplies). Remote employees should not use personal equipment for company work unless there is no option and adequate software is installed to prevent commingling of personal and company data.
- ☐ Have equipment inventory system to track equipment issued to remote employees
- ☐ Include equipment security, care and return provisions in Remote Work Policy and Agreement
- ☐ Secure IT support to set up security on computer and phone equipment and to assist employees working remotely
- ☐ Assure privacy, confidentiality and security protocols are in place for all remote work documents.
- ☐ Arrange effective and secure communications with remote employees. Consider platforms such as Zoom, Go To Meeting, Slack, Skype or internal communications portals, which can provide secure and convenient platforms for communicating by video or written messaging, in place of insecure email. Include communications expectations in Remote Work Policy and Agreement.

☐ **Preparedness**
- ☐ Take time to scan/digitize any relevant physical documents necessary for remote work, including calendars, whiteboards, office postings or other physical documentation remote workers may need—keeping in mind to limit documents accessible outside the office to a minimum.

☐ **Wage and Hour Issues:**
- ☐ Address issues relating to non-exempt workers and remote work, including:
  - "After hours" work – set a daily schedule to avoid overtime issues and require pre-approval of overtime
  - Off-the-clock work – enforce timekeeping and no off-the-clock work policies
  - Meal and rest breaks must be taken. Managers need to confirm
  - Determine best technology for tracking time and productivity.
- ☐ For remote workers working in a different city, state or country than company headquarters, different laws may apply; confirm any additional compliance issues with employment counsel.

☐ **Reimbursement of Expenses:**

☐ Determine legal requirements for reimbursement for reasonable and necessary expenditures and losses; some states require reimbursement for all work-related expenses; reimbursement is required where necessary to maintain income above minimum wage.
  – Cell phones and plans
  – Laptop
  – Internet and phone access
  – Other equipment, supplies and furniture

☐ Reimbursement options
  – Employer pays full cost for necessary services: internet access, cell phone service
  – Allocate costs between business and personal use; employer pays business cost
  – Provide a remote work allowance (actual expenses over allowance still must be paid)
  – For computer and phone equipment, it is strongly advised that employers provide company-owned equipment and company-provided document storage to avoid co-mingling of company proprietary documents and trade secrets.

☐ Travel time to and from the office for meetings is generally not legally required but may vary depending on state law; check with employment counsel for requirements in your state

☐ **Managing Remote Work**

There are a number of steps you can take to ensure that the remote work time (whether temporary or permanent) goes well for your workers and for your organization.

☐ Designated daily or weekly communication type and method
  – Communications platform that all workers will be required to participate in for group meetings. It could be thorough a phone conference, email, instant messaging, Slack, Go To Meeting, Zoom, and/or some other designated tool.
  – Create agendas for team meetings and keep meetings as short as necessary to cover the topics.

☐ Have each manager explain their preferred method of communication. Don't rely too heavily on email or text. Call your employees or schedule video conferences, but beware of video burnout as well.

☐ Provide clear goals, project deadlines and expectations.

☐ Provide feedback.

☐ **Remote Work Policy**

You should have a written remote work policy that lays out eligibility for remote work and expectations for you and your employees in remote work situations. Employees should review and sign the remote work policy to confirm their understanding of eligibility and expectations to avoid any claims of discriminatory application of remote work opportunities or unfair remote work conditions.

☐ **Remote Work Agreement**
Similar to the Remote Work Policy, Remote Work Agreements should be entered into with every employee who works remotely, to provide for specific scope and terms of work, remote work setup, compliance with policies and provision of equipment and reimbursement for expenses.