

# Telecommuting Policy



Establish clear productivity, work hour and safety rules for telecommuters.

Letting employees work remotely from home offers organizations significant benefits, like lower overhead, equipment and other costs, the capacity to utilize talent from just about any location and advantages in recruiting. But making a smooth transition to telecommuting also demands finesse, flexibility and imagination on the part of HR directors. The starting point is to create and implement a policy that effectively addresses the unique management, productivity and legal challenges that arise when employees telecommute. Here's a template you can adapt to create an effective policy for your organization.