Telecommuting (Home Based Worker)



When employing home based or off-site workers consider the following best practices, as applicable:

- Test the workers' technical skills, including ability to use a computer.
- Train in the use of network software and electronic mail.
- Give detailed assignments, hours of work and time for completion.
- Have workers record their time separately for each assignment.
- Use performance agreements and benchmarking standards.
- Make sure workers have a separate work area free from distractions.
- Have them come into the office at least once every other week.
- Have them sign all agreements and handbooks normally signed by regular employees.
- Make sure they have automobile insurance and homeowners or rental property insurance. Make sure your insurance policies cover these workers.
- Spot-check employee availability.
- Make sure all home equipment and furniture is ergonomically designed and in compliance with OSHA standards.
- Have the employee agree in writing to obtain a safe workplace and notify the company of any problems that are safety related.
- Investigate all accidents immediately and completely.
- Involve your union (if any) in any home-based worker programs.
- If independent contractors, make sure they have a business license and sign an independent contractor's agreement.