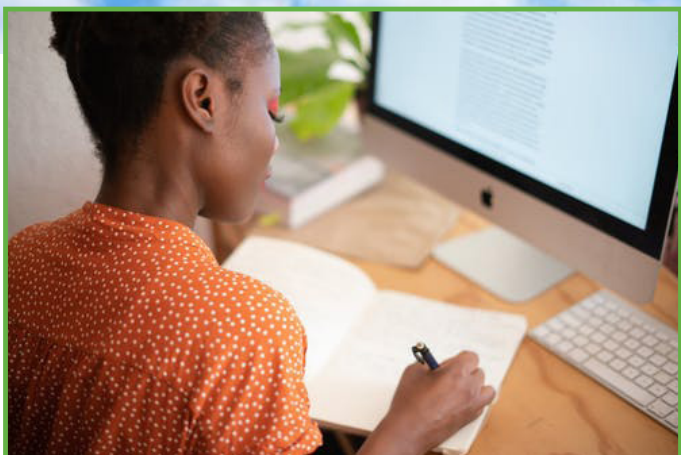# Employer Best Practices
## for Work-from-Home

**Reap the rewards of increased employee productivity and higher rates of retention by allowing employees to work from home.**

**These best practices, along with a solid Work-from-Home plan, clear expectations, and a willingness to be flexible can set you up to make the best of your program.**

- Trust your employees. Give Work-from-Home employees tasks to do, make sure they have the tools to do them and let them handle the details of how they plan to accomplish those tasks.

- Ask for feedback about your Flexible Work Program from your employees and be open to making changes to your program.

- Decide how you will measure success and review not just your employees' success but how well you manage employees who are working from home.

- If you have the opportunity, try Work-from-Home yourself. The experience will give you insight into the benefits and challenges of the arrangement.

- Stay connected. Keep the lines of communication open with scheduled check-ins or by including Work-from-Home employees in scheduled stand-up meetings.

- Keep your Work-from-Home staff in mind when setting department goals.

- Delegate work fairly between those who are working from home and those who remain at the office.

- Include Work-from-Home employees in workplace activities and events.

- Encourage communication between Work-from-Home employees and their coworkers and provide the tools needed to maintain that communication.

- Establish standards and expectations for work that is to be completed at home. Make your expectations clear to Work-from-Home staff.

- Make your data security expectations clear to Work-from-Home employees and take measures to protect the security of you networks and computers.

- Put the right technology in place. Provide Work-from-Home employees with teleconferencing and video conferencing tools and the training to run them professionally.

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