

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 your 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.



511 CCTA provides these free employer resources to assist businesses exploring flexible work options for their employees. Employers should review the legal, financial and personnel issues associated with Work-from-Home and flexible schedules with professionals equipped to understand their specific business needs.