



Remote Work in the 21st Century A Guide in Evaluating Suitability for your Business

Many experts claim remote work is “Here to Stay”. Unless your business relies on foot traffic or direct interaction, remote work can potentially help solve operational problems as well as save money such as property management and maintenance fees, large furniture and equipment expense, insurance and more. With the right worker profile (self-discipline and time management skills) and performance management cadence, remote work can result in increased productivity. And, surveys continue to show remote work affords greater employee satisfaction in the ability to better manage their work and personal lives.

Below Provides **5 Key Steps** in helping determine whether Remote work is right for your business.

Step 1: Assess Your Business ... Has It Changed?

- ✓ Can your business flourish with remote work?
- ✓ Are all or only some jobs suited for remote work?
- ✓ If you offer remote work, has it made a difference to your employees?
- ✓ Will your business need the same office space?
- ✓ Has technology changed how you build and deliver products and services? How work gets done?
- ✓ Do you require new or different skills, knowledge and experience?
- ✓ Has communicating with customers and employees changed?



Step 2: Assess How You Will Acquire, Manage & Develop Talent?



- ✓ What employee attributes are suited for remote work?
- ✓ How will you set and manage expectations?
 - Start and end times?
 - Accessibility?
 - Responsiveness?
 - Work output and quality?
 - Non-Exempt recording time?
- ✓ Can you or your supervisors effectively manage remote workers?
- ✓ What supervisor and employee training will you require?
- ✓ How will you ensure employees are informed, connected to you and the team?
- ✓ How will you promote employee development? Engagement?
- ✓ How do you envision your role?

Step 3: Analyze Required Work Tools

When selecting the software right for your business, consider securing an IT Service Provider who will help in determining which software is right for your business and budget. Work tools to consider include but are not limited to:

- ✓ Remote Access Software
- ✓ Cloud Storage Services
- ✓ Project Management & Collaboration
- ✓ Virtual Meetings & Web Conferencing
- ✓ Instant Messaging & Chat Tools
- ✓ Cyber Security Software+

Step 4: Identify Required Regulatory Policies or Procedures

Employment Law Posters	Wage & Hour	Workers Compensation	Expense Reimbursement
<ul style="list-style-type: none">✓ Ensure all Federal and State digital labor law posters are provided to employees.	<ul style="list-style-type: none">✓ Enforce overtime, rest and meal periods.✓ Ensure employees are clear on “Off-the-Clock” work, reporting time, on-call and all other pay practices.✓ If a change or reduction in exempt responsibilities, check your Wage Order to ensure change in duties and % of time performed coincides with “Exempt-Level” work.	<ul style="list-style-type: none">✓ Extend your Workers Comp policy and safety procedures covers remote workers including reporting work related injuries and/or illness.✓ Determine how remote workers will have the proper equipment and tools and/or if it is a pre-requisite working at home.	<ul style="list-style-type: none">✓ Be prepared to reimburse expenses ranging from office equipment and supplies, cell phone, and other potential expenses. Consider establishing an overall “reasonable expense” reimbursement.✓ Establish and communicate your policy.

Step 5: Assess the Overall Viability & Readiness of Your Business

We invite you to complete TPO’s Remote Work Self-Assessment Readiness Tool to help in assessing the overall viability and/or readiness of your business to establish or continue remote work arrangements.