



# CHECKLIST

## REMOTE WORKER CHECKLIST

*Revised: November 2020*

### **Summary:**

This checklist provides an overview of considerations when allowing employees to work remotely

### **Important Notice:**

*The information provided herein is general in nature and designed to serve as a guide to understanding. These materials are not to be construed as the rendering of legal or management advice. If the reader has a specific need or problem, the services of a competent professional should be sought to address the particular situation.*

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# Considerations For Allowing a Remote Worker

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- Policy
  - Draft a policy to address remote working.
  - Draft a remote work agreement for employees to sign. (Sample form available)
  - Inventory the equipment being provided to the employee; have employee(s) sign acknowledgement of receipt of equipment form that stipulates the value may be deducted from their final paycheck if not returned. (Sample form available)
- Workers Compensation
  - Contact insurance carrier with any questions, concerns about remote workers
  - Employees injured during remote work - refer to WC carrier for determination of cause
- Virtual Conduct
  - Clarify expectations with employees for conduct during remote work communications such as Zoom.
    - No inappropriate objects in the field of vision/ background
    - No inappropriate behavior/ conduct by others in the household in the field of vision
    - Review dress code expectations
    - Harassment of others is not tolerated
- Employment Posters
  - Provide electronic posters to remote employees
  - Post on intranet site
- FLSA
  - Non-exempt employees must be paid for all hours worked.
  - Define/ clarify timekeeping practices to avoid wage and hour claims
- FFCRA
  - Remote workers still have FFCRA rights; review the Coronavirus Resources page at the Member Portal and contact Employers Council for assistance.

- FMLA
  - Employees FMLA rights may be impacted; contact Employers Council for assistance.
- ADA
  - Employees may have new reasonable accommodation requests due to their home workspace or other changes related to remote work
- Relocation
  - Identify the physical location where the employee will work.
    - Identify the legal and tax requirements of having an employee in that jurisdiction
  - Define a process for employees to request relocation from current remote work address if they wish to move into a new state/ municipality:
    - Evaluate the legal and tax requirements of having an employee in that jurisdiction.
      - New posters may be needed
    - Identify other legitimate business impacts of having an employee in that jurisdiction
    - Evaluate overall impact on the business
      - If the impact is too burdensome, evaluate options: denial of request, approval, limitation(s).
      - Contact Employers Council for assistance especially if termination is considered
    - Treat all employee requests with consistency to avoid claims of discrimination
- Remote monitoring
  - Consider if surveillance technology is desired
  - Contact Employers Council attorney to discuss legal considerations
- Management
  - Effective remote management requires managers to be flexible and adapt.
  - Identify training needs of managers to effectively manage remote teams.
- Employees
  - Survey employee needs: technology, equipment, safety.
  - Adapt communication methods to be effective for virtual workers
  - More frequent communications from Leadership are valued by remote employees

- Employee burn-out can be issue; adjust expectations to support work-life balance
  - Define hours of operation so employees are not “on call” 24/7
- Culture
  - Consider stipends to employees to offset some of the cost of using their homes as a workspace
  - Rewards and recognition still needed; evaluate adjustments needed for remote workers
  - Identify new ways to consistently engage remote employees in the culture
  - Celebration is still important – identify new ways to celebrate special events/ achievements, etc.
- HR Dept.
  - Review and adapt HR practices/ processes as necessary to be effective for remote workers
- Recruiting/ Hiring
  - Adapt practices/ processes to virtual format
    - I-9 completion must be carefully handled to avoid non-compliance
  - Evaluate screening criteria used for applicants who will remote work
- Performance Management
  - Adapt practices/ processes to virtual format
  - Identify new ways of performance measurement as necessary
- Terminations
  - Adapt practices/ processes to virtual format as necessary
  - Prepare for conversations for virtual termination
- Cybersecurity
  - Consult with IT professionals about cybersecurity issues related to remote workers
  - Train employees on their role in cybersecurity and consequences for non-compliance

**Contact Employers Council for assistance 800-884-1328**