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[Company name]

Checklist for reviewing work-from-home proposals

SCHEDULE

- How many days per week will be teleworker at days?
- Will the number of telework days increase later?
- If so, under what conditions, and what will be the maximum number of telework days?
- What days of the week, if any, must be in-office days?
- Under what conditions will the telecommuter be asked to come in on a telework day?
- Will the number of telework days vary from week to week?

WORK HOURS

- Will the telecommuter have core hours during which he or she will be available by phone?
- If you agree to an “early bird” or “night owl” schedule, how will communication occur?
- What arrangements can be made to satisfy the company’s need for predictability and the telecommuter’s need for flexibility?
- If the teleworker is a nonexempt employee, how will hours be tracked and reported?
- What will constitute overtime?
- What must be approved in advance, and what will be reported later?

USE OF OFFICE TIME

- What tasks will be done at the office?
- What tasks will be done on telework days?
- How will the task allocation be evaluated?
- When will staff meetings be held?
- When and how will project reviews be held?

COMMUNICATION

- How can you ensure that the telecommuter will be available by phone when needed?
- Will voice mail or an answering machine take messages?
- Who will provide the voice mail service?



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- Will a business phone line be used exclusively for business purposes?
- How will calls for the teleworker be handled at the office?
- Will his or her home-office number be given automatically?
- Will his or her calls be transferred? Forwarded? Or will coworkers take messages?
- How often will the teleworker check e-mail?
- Determine how important paper mail will be delivered on telework days.
- Would a daily status-update call with the telecommuter be appropriate?



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LOGISTICS, EQUIPMENT, AND COSTS

- Create a secure backup system for the teleworker.
- Plan how technical support will be provided.
- Make sure that the teleworker has sufficient support at the office.
- Decide what equipment is necessary and who will pay for it.



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