

HOME BASED WORKER CHECKLIST

Computer and Internet technology continue to expand the popularity of [telecommuting](#) or home based working and remote worksites. In addition to the principles and strategies found in ThinkHR's materials on [Alternative Work Arrangements](#), when employing home based or off-site workers you should:

- Test the workers' technical skills, including ability to use a computer and related programs.
 - Train in the use of network software and electronic mail.
 - Give detailed assignments, hours of work, and time for completion.
 - Have workers record their time.
 - Be clear about overtime with nonexempt employees.
 - Be clear about any "waiting time" for work. If they are required to wait for work and stay "on call," you have to pay "waiting time."
 - Use performance agreements and benchmarking standards.
 - Make sure workers have a separate work area free from distractions.
 - Where feasible, have remote employees come into the office periodically.
 - Have remote employees sign all agreements and handbooks normally signed by on-site employees.
 - Ensure remote employees have automobile insurance and homeowners or rental property insurance. Make sure your insurance policies cover these workers.
 - Spot-check employee availability.
 - Be clear about compensation for travel time from home.
 - Ensure all home equipment and furniture is ergonomically designed and in compliance with OSHA standards.
 - Ensure remote workers have a safe workplace including smoke detectors, exits, fire extinguisher, ventilation, electrical wiring, lighting, cords, etc.
 - Have the employee agree in writing to obtain a safe workplace and notify the company of any problems that are safety related.
 - Investigate all accidents immediately and completely.
 - Involve your union (if any) in any home-based worker programs.
 - If independent contractors, make sure they have a business license and sign an independent contractor's agreement.
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