The following documents will help offices establish and administer a telecommuting program.

Each of the documents should be thoroughly reviewed prior to initiating a telecommuting policy.

Telecommuting Policy

Provides a framework within which offices may operate a telecommuting program. It governs use of official resources for any telecommuting program.

Sample Telecommuting Agreement

Is a sample in-office agreement (similar to the Model Employee Handbook) that offices may customize to meet their particular needs and office policies.

Security Guidelines for Personnel Who Work from a Telecommuting Center

Provides guidelines for managing the information security risks and connectivity questions experienced by people using telecommuting centers.

Access the necessary forms used for setting up a Telecommuting Policy