



REMOTE WORK IS HERE TO STAY

*What you need to know to
build a work-from-home policy*

A free resource from





In the age of COVID-19, the workplace looks very different for millions of people across the globe. While some regions are slowly returning to offices, a majority are still working remotely. Eventually, however, countries and economies will reopen. While many of the logistics are yet to be determined, one thing is for certain: **remote work is here to stay.**

Many large companies, including Twitter and Facebook, have committed to allowing employees to work remotely permanently, if they choose to do so. Is this a viable option for your business? Or, should you require that all employees eventually return to the office? Either way, every company should have a remote work policy.

WHY EVERY COMPANY NEEDS A REMOTE WORK POLICY

1. Companies need to be prepared in the case of a crisis

Businesses need to have a game plan for unforeseen situations. From disease outbreaks to natural disasters, remote work could be a necessity for days, months or longer. A remote work policy plays a key role in your [crisis communication plan](#).

2. Job candidates are interested in your policy

A clear plan for transitioning to remote work can be a plus in the eyes of [job seekers](#) and current employees. Expect candidates to ask about flexible work options, for their own convenience and as a way to assess how prepared your organization is to shift gears in a crisis.

Candidates want to know that your organization has the capacity to pivot to work from home if necessary. They don't want to worry about [how you'll handle the next crisis](#).

3. Employees want more leeway

Many employees have adapted well to working from home. Even when they go back to the office, they may expect more flexibility to use technology to accommodate their personal schedules. Having this flexibility can allow employees to spend more time working (at home) and less time driving. In fact, nearly 43% of full-time American employees say they want to work remotely more often even after the economy has reopened, according to a survey released by business publishing company [getAbstract](#).

START WITH A GOOD FOUNDATION

Working from home requires structure, accountability, and connectedness. Each of these three elements play a role in supporting remote employees and making the transition to work from home successful.

Structure

Every company has its own level of need for structure. Consider what kind of structure you can reasonably implement while employees are working from home. New or recently hired workers might need more direction than seasoned employees, especially when working remotely. No matter what structure you build, it is important to keep ideas flowing and to build interpersonal connections across the organization.

Accountability

Workers need to be able to reach their managers, no matter where they are working. One should stay away from micromanaging, but also beware of the downfalls of a lack of communication. As you consider the best way to manage future transitions to remote work, ensure that your managers understand the unique requirements of managing remote employees.

Connection

Your organization needs to maintain a connection with employees, even during remote work. When employees don't feel connected to their employer, they often stop innovating and sharing new ideas. To combat this, use careful planning and communication, and consider implementing [employee monitoring software](#).

PLAN FOR CLEAR COMMUNICATION

When a rapid shift to remote work is required, it is best to start with frequent check-ins from management right off the bat. This helps establish the structure and accountability that employees need when working remotely.

Here are some ideas of where to start:

- ❑ Daily team updates via video conferencing
- ❑ Daily check-ins with each member of the team
- ❑ Frequent reminders about your communication channels that can be used to share ideas and ask questions (i.e. Slack or Microsoft Teams)
- ❑ Daily participation in those channels to acknowledge any challenges or questions

You will also want to be readily available to answer your employees' questions as they arise. The faster everyone can settle into the new routine, the easier the transition to remote work will be.



All companies need to have a remote work policy in place that considers the structure, accountability, and communication aspects needed for a smooth transition. As we move forward, the business world will likely see a growing mix of remote and in-person work. Ultimately, you must decide what is right for your business, but nevertheless you must be flexible and prepared to pivot to remote work when it is needed.

Need help developing a remote work policy that works for your business? Connect with Staff Leasing and let our HR experts guide you.



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