COVID-19 UPDATE
Best Practices and Considerations for a Remote Workforce
For Today’s Session

• Webinar will be recorded
• All Attendees will be placed on mute
• Please add any Questions to the Questions Box within the GOTOWEBINAR
• A Survey will be sent after the webinar
Our Presenters

Janell Stanton
VP of Communications &
Senior Attorney
myHRcounsel

Kyle Wade
VP of HR Services
Payroll Network
Legal Disclaimer

The information presented today is provided for educational purposes and should not be considered legal advice.

Today’s session is approved for 1 PDC with SHRM. We will send out the activity code after the session to all attendees.
Agenda

• Remote Workforces by the Numbers
• Becoming Telecommuter Friendly
  • Modifying onboarding and pay practices
  • Define remote work policies and which laws apply
  • Mandatory tech tools
  • Communication Plans
  • Define and Track Productivity
Remote Workforces by the Numbers
Remote Workforces by the Numbers

• 4.3 million Americans work from home at least half time
• Remote worker rates have increased 140% since 2005
• 16% of companies only hire remote workers
• 18% of people work from home full-time
Remote Workforces by the Numbers

Benefits of Remote Work

- 75% of remote workers report less distraction
- 86% of employees report less stress in a WFH situation
- Telecommuting saved employers $44 billion in 2015
Remote Workforces by the Numbers

Benefits of Remote Work

- Half-time commuters save 11 days/year
- Telecommuters reduce greenhouse gas emissions
- Companies that allow remote work have 25% lower turnover
Remote Workforces by the Numbers

One major unforeseen benefit of remote workforces...
COVID-19 Pandemic

Those workforces already set up to telecommute are better able to:

- Keep their workers safe
- Avoid litigation and worker’s compensations lawsuits
- Better avoid business interruption
There Can be Negatives, Though

- Employees unplugging after work
- Remote employees report more loneliness
- Remote employees are only 30% engaged in their work
- Brainstorming is a very difficult remote task to complete
- Companies that offer WFH options may lure away your employees
Moving to a Remote Workforce
Moving to a Remote Workforce

- Change recruiting and hiring practices
- Managing wage and hour complexities
- Determine applicable laws
- Define remote work policies
- Mandate use of a common set of technology tools
- Devise a well-thought-out communications plan
- Clarify and track productivity
Modifying Hiring Practices

- Expand Avenues to Advertise Positions
- Conducting Remote Interviews
- Remote I-9 Compliance
- Completing Onboarding Tasks
The FLSA requires that employees be paid for all hours worked.

The line between working and non-working time is blurred.

After-hour work must still be compensated.

Policies are crucially important here.
Defining Remote Work Policies

✔ Eligibility to telecommute
✔ Clearly define:
  • Work hours including accessibility
  • Safeguarding company confidential information
  • Workplace setup: ergonomics, furniture, equipment
Which Laws Apply

✓ Applicability of state and local laws
✓ Implementing a compliant employee handbook
✓ Counting remote employees
Mandate Use of Common Set of Technology

• Consider tools to assist with:
  • Communication
  • Productivity
  • Security
  • Project management
Communicate and Engage

- Frequent and high quality check-ins
- Consider periodic office visits
- Keep remote employees “in the know”
- Give remote employees real responsibilities
Managing Performance and Conduct

Ability to prioritize.
Adaptable.
Collaborative.
Communication.
Independent.
Organized.
Reliable.
Results-oriented.
Self-motivated.
Strong work ethic.
Managing Performance and Conduct
Managing Performance and Conduct

- Specific
- Measurable
- Actionable
- Relevant
- Timely
Questions?
Contact Us

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payrollnetwork.com

support@payrollnetwork.com

hradvisor@payrollnetwork.com

Janell Stanton: jstanton@wfjlawfirm.com

info@myhrcounsel.com/myhrcounsel.com
Thank You!

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