

Quick Start Sample Materials and Templates for Smaller Employers

The following documents will be developed for inclusion under the Commuter Connections employer section of the website. These documents will be designed for the smaller employer audience which may not have large HR, IT, Facilities, Risk Assessment Departments. Often smaller employers do not have large employee manuals and their programs require shorter descriptions than medium or larger size employers. In order for the Metropolitan Washington Council of Governments (MWCOG) to have a way to track the usage of these materials, access will be provided, if possible, by first having employers fill out a simple two or three question sign in sheet indicating name of employer, their name and an email address. All documents will be available in Microsoft Office Word so that employers can download the documents and tailor them to their needs.

Program Guidelines for teleworking, flex-time, compressed work weeks and staggered hours

Description: One to two page guidelines (short policies) will be available for the four programs. These guidelines will provide basic information on program descriptions, eligibility and availability, considerations, hardships, legalese, parameters, technology (if needed), and other issues that safeguard employer and employee arrangements. All the guidelines will have language for piloting, expanding, terminating such programs as needed.

Frequently Asked Questions (FAQ) on teleworking, flex-time, compressed work weeks and staggered hours

Description: Two paged FAQ's will be developed for the smaller employer audience to guide them through questions that may arise with such programs such as equity, appropriateness of program based on work environment, dealing with exempt and non-exempt work categories, time-keeping, any FLSA or other regulatory requirements,, workers' compensation and other questions that arise as part of program implementation.

Program Dos and Don't's for teleworking and alternative work schedules

Description: In lieu of face to face training for these programs, documents will be developed to provide some quick best practices for the participants and managers. Typically more tips and tricks exist regarding teleworking for teleworkers and managers than for alternative work hours programs, however some appropriate protocol will also be developed for these programs to guide managers and employees.

Program Agreement for teleworking and alternative work hour programs

Description: Templates will be developed to indicate employee participation and manager approval for all programs.