

## TELECOMMUTING & REMOTE WORK OVERVIEW

Generally speaking, telecommuting/telework and working remotely are all fairly synonymous. But there is a slight difference between them. **Remote work** implies that the worker lives outside of the geographic area of a physical Moody facility. Employees do not regularly commute to a Moody place of work. Employees may occasionally visit a Moody office based on the manager's pre-approved schedule.

**Telecommuting** and **telework** can mean that typically the employee comes on-site for regular meetings, or two days each week for example. Not all work done at a distance is done from home—employees may opt to sit with a laptop at a coffee shop. So while “work from home” is a common phrase, it might not actually be accurate in terms of describing exactly *where* people are really working.

Not all positions or employees are a good fit for working remotely or telecommuting. These alternative work arrangements are a privilege—not a right. Before making a decision about the position or employee being a good fit, consider the following:

- Employee performance—does the employee have the ability to self-motivate, self-reliant, self-directed, etc. Be sure to set clear goals and expectations upfront including work schedule, work and break times;
- Position—does the position require face-to-face interaction;
- Workspace—is there a dedicated workspace at the alternate location; are the necessary equipment and supplies available; are their appropriate Moody data security protections;
- All Moody policies remain in effect. There is no change in the employment relationship, i.e. employment at will.