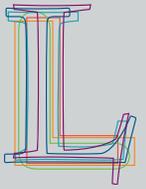


# Littler Telework Toolkit



## Is work from home here to stay?

With varying degrees of enthusiasm, employers are recognizing that the COVID-19 pandemic will usher in a new era of telework even after sheltering restrictions are relaxed. Federal and state courts, having experienced telework first-hand with their own staff, may well view telecommuting as a workplace accommodation under the ADA differently from pre-pandemic times.

While many employers likely have a telework policy already in place, such arrangements have (until now) applied only sporadically and on a smaller scale. Importantly, telework programs of the past have neglected to address the fundamental differences between mandatory telework (at the employer's direction) and voluntary telework (at the employee's request) – and the legal implications for that distinction are significant. Many employers considering companywide, long-term telework find they are ill prepared for such a significant change to the structure of their workforce.

Littler's Telework Toolkit provides the solution. Its model policy and agreement are intended for employers committed to making telework a regular and coordinated part of their workplace process and culture. Unlike limited telework policies of the pre-pandemic past, the toolkit addresses myriad labor and employment complications for mandatory and voluntary programs, including:

- workers' compensation protections
- tax considerations
- timekeeping and meal breaks
- data privacy
- dependent care
- disability accommodation

In addition, the model policy and agreement build a telework program that can be flexible as circumstances change by addressing critical choice-of-law considerations for workplace locations and a variety of programmatic approaches to expense reimbursement. The model forms can easily be tailored to particular company conditions and jurisdictions, as needed, with the help of your Littler counsel.

The Telework Toolkit includes a memorandum authored by Littler attorneys, addressing the varied considerations for implementing a telework program.



**To purchase the toolkit, email [ServiceSolutions@Littler.com](mailto:ServiceSolutions@Littler.com).**