**Eligibility**: Although many positions do not lend themselves to telecommuting, some positions may be suitable for offsite hours on a long-term or short-term basis. Accordingly, OfficePro will consider and, at the sole discretion of management, allow telecommuting for employees where such employment arrangements are deemed to be in the best interest of the company. Generally, employees who are non-exempt from the Fair Labor Standards Act (FLSA) and those who provide face-to-face service, or who are designated to work during inclement weather or emergency closings are not eligible for telecommuting agreements.

The manager must evaluate individual jobs for telecommuting suitability and employees for performance and reliability before approving the arrangement. Such positions must have activities that can be measured, be performed independently, be easily moved to an offsite or nonoffice environment, have observable beginning and end points, and do not require special equipment or information that is available only at the work site.

It is recommended that managers use the Telecommuting Eligibility Checklist or contact the OfficePro Human Resources Department for assistance in determining and documenting specific position eligibility.