

Gap Analysis – Policies & Procedures

- **Selection procedures & criteria**
- **Productivity & Assessment**
- **Work Hours - “Core” guaranteed availability times during work day & overtime (Fair Labor Standards Act)**
- **Equipment Tracking – supply & retrieval (*if employment or telework arrangement terminated*)**
- **Communications - access & seamlessness**
- **Maintenance/Repair & office supplies – logistics of retrieval and (re)supply**
- **Expense reimbursement – permissions & procedures**
- **Support – Source & Contact Information**
- **Space & resource planning - “hoteling”/drop-in/flexible offices**
- **Health & Safety – OSHA**
- **Insurance - worker’s comp, 3rd party etc**
- **Access & Security - equipment/information**
- **Privacy - monitoring e-mail/www activities**
- **Restrictions on employer-owned equipment for personal use**
- **Intellectual Property Rights over work done**
- **Software - seat licensing, copying**
- **Zoning - covenants, local ordinances, licensing**
- **Conditions/Circumstances related to ending of Telework arrangement**
- **Dependent Care issues - Child & Elder**