

Telecommuting : “It’s a Juggling Act!”

30th March, 2016

Angela Cheong

Human Resources (HR) Vice
President
Asia Pacific

TELECOMMUTING

“It’s a Juggling Act!”

Definition:

Regularly fulfilling job responsibilities at a location other than a site leased or owned by Keysight Technologies (e.g. a customer site or at the employee’s home) on either a full or part-time basis.



WHY TELECOMMUTING

1. A perk to attract and retain top talents
2. Coverage options and productivity
3. Help to juggle work and personal life responsibilities



Considerations for Effective Telecommuting

1 Employee Suitability

- Strong work ethics
- Highly accountable and delivers excellent results without follow up
- Supervision is rarely required

2 Job Responsibilities

- Arrangement must meet the business needs
- Work that is adaptable to flexible environment

3 Infrastructure & Security Arrangements

- Safeguard any potential hacks on company devices and programs used by telecommuters
- Confidential information is maintained
- Suitable workspace free of distractions and interruptions

4 Tax / Legal Implications

- Compliance to different country tax requirements

Telecommuting Options

Less than 2 weeks

- Employee works from home all day, eg. child is sick and cannot be sent to baby sitter or day care center, or other personal matters.

Less than 2 months

- Employee works from home all day, few days in a week due to health problem or other personal matters.

More than 2 months

- Employee requests to be based at home or other sites due to some other personal matters.

Employee Accountability

- Meeting performance standards.
- Available during scheduled work hours.
- Available for on-site training, meetings, teambuilding or company events.
- Ensure record of telecommuting requests are up-to-date, especially when there is a change of job of employee, change of manager etc.
- Understand that all telecommuting work arrangements are subject to an on-going review and may be terminated or revoke at any time, based on business and operational considerations. It is not form part of the company's contract of employment. The ability to work remotely is not a reward, benefit or entitlement.

Telecommuting : Triggers for Change

- Business needs are no longer being met
- Job or job requirements change and telecommuting is no longer relevant
- Performance rating of telecommuter falls below acceptable level
- Current coverage or staffing needs change
- Unexpected staff shortage
- Valid negative client or co-worker feedback is received



Thank You