

## Jobs Suitable for Telework

Not all positions or employees are suitable for teleworking. Typical jobs suitable for telework, tend to have:

- a. Requirements that can accommodate working away from the office for one or more days per week
- b. Routine contact with other employees and/or clients
- c. Job duties that can be done effectively inside or outside of the office



The following is a sample of professions and job duties that typically can be considered for teleworking:

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|--------------------------|--------------------------------|------------------|
| Accountant               | Engineer                       | Transcriptionist |
| Administrative Assistant | Financial Analyst              | Web page design  |
| Agent                    | Investigator                   | Word processing  |
| Appraiser                | Journalist                     | Writer           |
| Architect                | Lawyer                         |                  |
| Auditor                  | Manager                        |                  |
| Budget Analyst           | Payroll transaction processing |                  |
| Computer Scientist       | Programmer                     |                  |
| Consultant               | Psychologist                   |                  |
| Contract Monitor         | Researcher                     |                  |
| Customer Service         | Scientist                      |                  |
| Data Analysis            | Systems Analyst                |                  |
| Data Entry Clerk         | Tax Examiner                   |                  |
| Economist                | Telephone-intensive tasks      |                  |
| Employment Interviewer   | Training Designer              |                  |
| Engineer                 |                                |                  |

Keep in mind that this is just a limited listing of categories for consideration. A company should not base eligibility on job titles alone. Nor should a company set any hard rules of who can and can't telework (i.e., managers or only part-time workers, etc.). A smart approach is to review each job individually and base decisions on the tasks at hand. Are company materials and documents too sensitive to transfer offsite for telework? Can some of the job tasks be performed remotely? An employee might telework only one day a week, or even once every two weeks. The key to every successful telework program is flexibility. Design a program that works for your company's specific needs.