

Chapter 1 — Process in Technical Writing

M&K Employee Telecommuting Policy

Why do we need one?

- Employees are reaching an age when they are having children and are responsible to elderly parents
- Many employees have to travel a long way / traffic problems an issue
- The policy is an industry-wide trend
- Employees will experience less stress
- Employees are concerned about quality of working life vs. home life
- Company survey: employees want more flexibility between home and work life
- Some managers report more work gets done

What's in it for M&K?

- Lower overhead costs
- Reduced child care need
- Retain more employees
- Reduce absenteeism?
- Hiring benefits
 - good for employees with children
 - good for physically challenged persons

Drawbacks!

- We'll have to decide when employees can start and finish work
- Some employees will feel they're missing meetings and company events
- A lot of managers aren't going to like this policy
- How do we know they're working? How do they know when to stop?

Sample 1-1

The Outlining Process: Early Stage