**CHECKLIST**

**HOME BASED WORKER**

* Test the workers’ technical skills, including ability to use a computer.
* Train in the use of network software and electronic mail.
* Give detailed assignments, hours of work and time for completion.
* Have workers keep their time separately for each assignment.
* Use performance agreements and benchmarking standards.
* Make sure workers have a separate work area and a way to manage young children or elders in need of care.
* Have them come into the office at least once every other week.
* Have them sign all agreements and handbooks normally signed by regular employees.
* Make sure they have automobile insurance and homeowners or rental property insurance. Make sure your insurance policies cover these workers.
* Spot-check employee availability.
* Make sure all home equipment and furniture is ergonomically designed and in compliance with OSHA standards.
* Investigate all accidents immediately and completely.
* Involve your union in any home based worker programs.
* If independent contractors, make sure they have a business licence and sign an independent contractors agreement.