

**Will it Fly?® Educational Brief**

**Module:** Managing Remote Employees

**Section:** Evaluating Costs

When you move employees offsite, be sure and reassess office space needs on a regular basis. Make sure that you have the right amount of space and that the cost of having the employee work remotely is offset by lowered overhead and good performance. Consider that workers who are only onsite part of the time may be able to share offices. Traveling salespeople may be able to use a conference or meeting room if they are around only on rare occasions. You may also save in other ways, such as reduced utility bills or fewer parking and maintenance demands.

No matter your savings, you want to make sure that you do not come across as a cheapskate with the remote employee. As much as you would like them to understand your bottom line, they may harbor some resentment at not being onsite.

As such don't shy away from letting them know about the costs that come when you set employees up in their home offices. They don't need to know every detail, but you can be subtle in how you handle information on what you've budgeted for hardware maintenance, broadband bills and software licensing fees. Also, when you communicate this information, use this situation as an opportunity to show how much of a good investment you consider him/her.

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