



**Patty Clark**  
HR Services Manager

## Working from Home, Is It For You?

Over the last few years companies have begun to allow some of their staff to work from home. With the development of technology, it is easier for employees to stay in touch with their boss or other employees. Video conferencing, conference phones, voicemail, and emails help employees stay in touch. Some employees find it helpful to work at home if they have small children or a parent that needs help during the day. Working from home may seem like a good idea to most people—no commute time, no one looking over your shoulder, you get to work at your own pace, etc., but it is not always as easy as you think it might be. Some of the downsides of working from home are:

- You can never escape the office and go home.
- You miss out on the camaraderie with your co-workers.
- Your boss can't see how hard you are working or the extra hours you put in.
- You do not hear about new projects you may be interested in.
- You are by yourself all day, no one to interact with.
- And as hard as it may be to believe, you could put in too many hours—It is easy to go into your home office to put in a few hours of extra work.

Although there are downsides to working from home, some people feel there are benefits such as:

- You don't have to get dressed every day.
- You save money by not having to commute to work or go out to lunch.
- You are free to do as you please.

There are definite advantages and disadvantages to working from home but it is important to be disciplined in your day to day routine. Some things to remember in order to be successful are:

- Have a separate area that is designated as your office where you can concentrate and not be distracted.
- Close the door at a certain time in the evening and don't open it until a certain time in the morning—those are your “business hours”.
- Visit the main office on a regular basis. This will ensure your supervisor and co-workers are aware of the work you are getting done.
- Be structured. Set daily goals or block off time on your calendar to complete certain tasks such as making calls, or writing the newsletter article for the company newsletter.
- Get dressed each day as if you are going into the office. If you act like you do when you go into the office you are more likely to check things off your to-do list.
- Schedule a meeting or a lunch on a regular basis to be sure you have face to face interactions as working from home can make you feel isolated and lonely.

Although most find working from home a benefit some companies are “calling their employees back into the office.” Even though the workers are productive, companies like IBM feel they are losing out on “collaborative efficiency” – the speed at which a group successfully solves a problem. By allowing employees to work from home, companies feel like they are losing out on the results of employees working together to solve a problem.

Working from home is not for every employee or employer. It takes the right person to be able to work in isolation and still be productive. Finding the right mixture of working from home and interacting with those in the office will help everyone involved to be successful.

Sources:

*New York Post, 11/6/17 issue*

<https://www.monster.com/career-advice/article/pros-cons-of-working-from-home>

[https://www.theatlantic.com/magazine/archive/2017/11/when-working-from-home-doesnt-work/540660/?lipi=urn%3AAll%3Apage%3Ad\\_flagship3\\_feed%3BG3oErU31Qt2EBj5qFD9FpQ%3D%3D](https://www.theatlantic.com/magazine/archive/2017/11/when-working-from-home-doesnt-work/540660/?lipi=urn%3AAll%3Apage%3Ad_flagship3_feed%3BG3oErU31Qt2EBj5qFD9FpQ%3D%3D)

## Hot Off The Line

**Q** - When a holiday falls on a Friday we always tend to have a few employees who call in “sick” on the following Monday. When someone doesn’t show up to work following a holiday do we need to pay them for the holiday?

**A** - That would depend entirely on what your policy states. There is no state or federal requirement to give employees holidays off from work. There also is no requirement to pay them if you do give them a holiday.

However, NYS does require that if you are going to give your employees paid time off, such as a holiday, you need to have a written policy. The policy needs to state how pay will be calculated and which days will be given off as a holiday. With that in mind, you could have a policy that states employees need to work both the scheduled day before and after a holiday to be eligible for holiday pay.

## DID YOU KNOW?

If you are a first-tier government contractor with \$50,000 or more in federal government contracts and 50 or more employees at one location; or, a second-tier government contractor (supplies to a first-tier contractor) with \$50,000 or more in contracts and 50 or more employees at one location you are required to have an Affirmative Action Plan. MACNY can audit your plan, rewrite it, or create one for you as well as complete your Adverse Impact. If you are interested in receiving a quote or would like additional information please contact Patty Clark, HR Services Manager at 315-474-4201 x 10 or pclark@macny.org.

## HR Stats & Facts

- According to EBN Alert (11/13/17) diabetes is the top health condition costing employers the most. *Source: www.benefitnews.com*
- 87% of employers surveyed say supporting caregiving will increase workforce productivity. *Source: Northeast Business Group on Health and AARP, 2017*
- The average person eats and drinks almost 7,000 calories on Christmas Day. *Source: Spoonuniversity.com*

# CPI

Wage/Clerical	September	August	Pt. Chg. (Mo.)	% Chg. (Mo.)	% Chg. (Yr.)
1967=100	717.7	713.2	4.4	0.6%	2.3%
1982-84=100	240.9	239.4	1.5	0.6%	2.3%
<b>Urban</b>					
1967=100	739.4	735.5	3.9	0.5%	2.2%
1982-84=100	246.8	245.5	1.3	0.5%	2.2%
<b>Unemployment Rates</b>					
September - Onondaga County: 4.6; Metropolitan Syracuse Area (MSA): 4.8					