

Workforce Has Been Reshaped, Forever?

Jennifer M. Trulock
May 7, 2021

CONFIDENTIAL
© Copyright Baker Botts 2021. All Rights Reserved.



Table of Contents

01

Hiring and Onboarding

02

Remote Performance Management

03

Health and Safety

04

Return to Work – Issue Spotting

05

Paying Employees Correctly

06

Data Security

07

Terminating Remote Employees

HIRING AND ONBOARDING 01

REMOTE WORKING ENVIRONMENT

Workforce Has Been Reshaped, Forever?



Remote Recruiting & Hiring Considerations

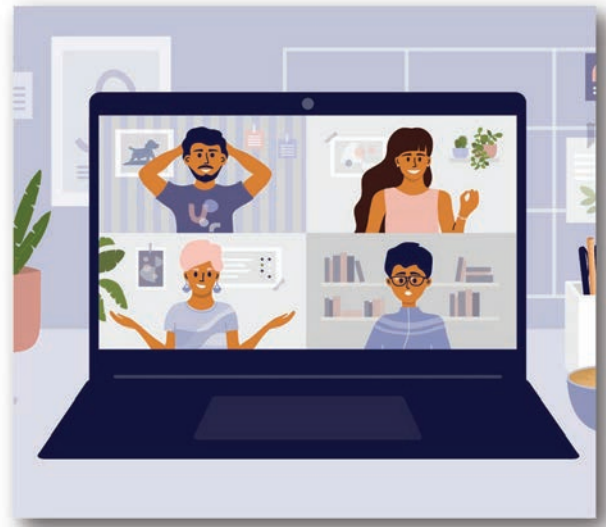


BAKER BOTTS

- Make job expectations clear
 - Remote
 - Temporarily remote
 - In office
- Limit number of interviewees
- Consider using these options and developing a best practices guide for:
 - Virtual interviews
 - Remote employees
 - Virtual job fairs
 - Virtual recruiting events

Remote Recruiting & Hiring Considerations

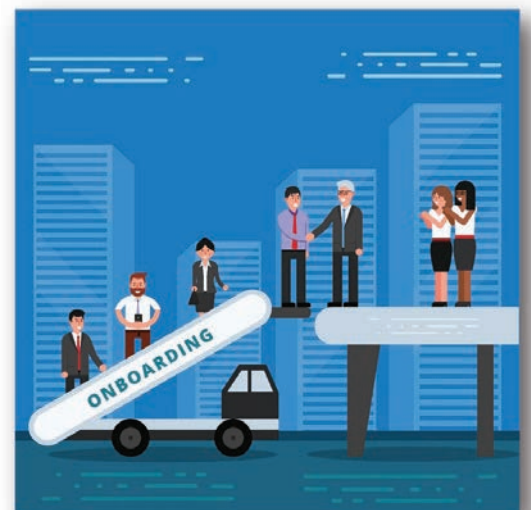
- In using interview platforms, make sure to consider:
 - Mobile device access so that interviewee does not have to have anything other than a phone
 - Reminders and tutorials for interviewees and employees
- For federal contractors, are you collecting the data needed for applicant flow log?



BAKER BOTTS

Onboarding Considerations – Documents and Legal

- Ensure equipment has been made available to new hires
 - Make sure they can use communication tools (phone, mail, video conferencing, file sharing)
- Have opportunity to review policies and procedures for remote environment
 - Walk through and train on the important documents, have employee sign during training
- Make sure complying with state laws governing electronic signatures
- Complete Form I-9 in remote environment



BAKER BOTTS

Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](https://utcle.org/elibrary)

Title search: Workforce Has Been Reshaped, Forever?

Also available as part of the eCourse

[Hooked on CLE: February 2022](#)

First appeared as part of the conference materials for the
28th Annual Labor and Employment Law Conference session
"Workforce Has Been Reshaped, Forever?"