# Factors for Implementing a Remote Work System

## Khaled Al Hamli

Ph.D Candidate from Mohammed V University in Rabat, College of Legal, Economic, and Social Sciences

**Abstract**

Remote Work Systems became one the popular work systems across the world. The benefits of such systems used to be seen through different organizational aspects, from achieving business continuity to facilitating business objectives. However, such implementations will need to have adopted arrangements consisting of factors to the success of the system that all organizations need to arrange for it before deciding, planning, designing, and executing the remote working system.

**Introduction**

The remote work system has become one of the approved work systems in a wide range of businesses, and major international institutions and companies have adopted it. These institutions were able to benefit from the application of this system, and many cases of satisfaction, sense of security, and job satisfaction were recorded for many employees shifts have been converted to a remote work system, and other employees have already been hired to work and perform their tasks through the applications of this system. Considering that the remote work system is an administrative system, this system will follow in its application factors the most common factors used in administrative systems, especially the planning, implementation, evaluation, and development factors. Through these four factors, the organization's management can implement a remote work system that is more efficient and achieves the organizational goals that the organization seeks to achieve, especially the goals related to developing its business, increasing its productivity, and achieving the targeted profitability of its operations and activities.

Achieving sustainable development in commercial institutions of various activities and forms, public sectors and private sectors, represents a primary goal for these institutions. Development is intended to achieve all the factors of the institution's success and provide the supporting tools that help achieve growth in business. These tools are primarily designed for capital. Then, the experience and capabilities gained will help the organization move forward and achieve more goals.

**Planning a remote work system**

Planning is considered one of the most prominent and essential administrative aspects used to achieve organizational development. Planning allows the organization to fully express what it hopes to achieve through a new work system and then design its main components from beginning to end. These components are not restricted by how things work today or How it worked in the past. Once an organization's vision is developed, management needs to think about all the things that need to be true for that vision to be achievable and then test those assumptions with initiatives the organization can initiate. The process unfolds in four distinct stages as shown in the following graphic.

**Stage 1: What is the organization's overall vision for its ideal future work system?**

At this stage, the organization's management does two things: express the organization's primary goal and ambitions (the reason for designing the new system) and envision the system and what it will look like.

To determine the organization's primary purpose—the reason for reimagining its current working system—the organization's management will reflect on what it learned from the Covid-19 emergency that led the organization down this path. The organization's primary goal is simply to develop clarity about the future of the organization's development, not to achieve analytical certainty. This applies to measuring the state of interruption of the organization's work for any other reason (Al-Mutlaq, 2021).

**Stage 2: Taking into account all implicit and explicit assumptions made by the organization.**

The organization's work team must develop a set of hypotheses related to the decision to implement the remote work system. These hypotheses are developed by taking into account all the points that the organization targets through its decision to implement the remote work system. These hypotheses may include one or all of the following points:

The current situation represented by external factors requires the company to make a decision to achieve business continuity through planning to manage this process.

Remote work will ensure that the organization achieves business continuity.

- The organization has the necessary tools to make employees able to work remotely
- The tasks assigned to the work team can be carried out through the application of the remote work system.
- The remote work system will achieve high production levels for the organization and will help achieve the organization's goals.
- The remote work system can be adopted as a legal operating system within the organization's regulatory frameworks, systems, and policies, which enables the organization and its employees to engage in it.
- The organization has tools to evaluate the performance of employees using the remote work system.

**Phase 3: Test assumptions.**

By making assumptions that include the previous set of questions, the organization's management asks what does it need to learn and how can the organization best do this?

To answer these questions, the organization's management takes its vision and key assumptions to the present in the form of experiments. Management will need more than one if there are different circumstances or contexts in which the system operates - for example, if the company includes geographic locations with different community standards or government regulations, or business units that are fundamentally different from each other.

If the organization is multinational and wants to know whether employees can work in one of its geographic regions, management will create a business function or small business unit; Management also systematically applies the techniques, practices, rules and standards of the organization it wishes to use; You run it in parallel for a short period; It then also carefully measures its results against the results of the larger unit (Qadri, 2021).

**Phase 4: Use the lessons learned from these experiences to adjust the implementation of the remote work system.**

Through this iterative process of exploring, envisioning, and testing, the organization will eventually discover the best way forward. This learning will be an ongoing process, rather than a discrete event, unfolding over time as its assumptions are transformed into knowledge.

Inevitably, there will be trade-offs that must be negotiated. Although the organization may be able to tap more talent and save money by not requiring new employees to transfer, the organization's creative ecosystem will also likely become more widespread. Some teams may need to meet in person as frequently as several days a week, so they won't have the luxury of living wherever they want. The organization will likely have to enhance technology and human resources capabilities before it can fully apply its new knowledge across the organization; Significant investments may be required to provide sufficient bandwidth to employees' homes, reducing some of the organization's expected savings (Al-Abadi, 2021).

**Implementing a remote work system**

To guide employees and management, the organization adopts a document relating to the terms and conditions for implementing and practicing the remote work system. This document specifies the terms and conditions of remote work and requires employees to acknowledge their understanding by signing it.

- **Eligibility Requirements:** If an employee's job responsibilities can be fulfilled using only essential equipment and technology, they may be eligible for telework privileges, subject to company approval, and provided they demonstrate reliability, self-discipline, and self-motivation. If an employee's job is not suitable for remote work, he or she may be allowed to work from home for a limited number of days per year. This policy promotes a flexible work environment that can accommodate the needs of both the company and the employee (Qadri, 2021).

- **Work Expectations and Schedule:** To ensure the best performance, employees must adhere to established work schedules, meet deadlines, maintain quality standards, and submit daily reports while allowing for a certain degree of flexibility. Tools for time and task management, project tracking, and resource access will be provided. Weekly performance evaluations will use the same metrics for in-office work (Al Mutlaq, 2021).

- **Company Rules:** Employees who work remotely are expected to adhere to all rules and regulations in the employee handbook. Company policies regarding telecommuting, conduct, confidentiality, etc., apply to employees regardless of location.

- **Equipment and Supplies:** Employees will be compensated for job-related equipment, tools and supplies deemed essential. Payment requests should be submitted through moderators. Employees may be permitted to use their personal electronic devices for work purposes with prior written approval.

- **Security Standards:** To ensure the security of company data and information, adherence to applicable security protocols outlined in the employee handbook and confidentiality agreement is mandatory. Violations are subject to disciplinary action, and employees will be given access to a virtual private network to protect communications with company servers and networks, which must be used exclusively for working hours.

- **Compensation and bonus programs:** Remote work will not affect the employee's salary, which will only increase per company policy and successful performance evaluations. Remote employees will still be eligible for professional development programs and promotions. At the same time, the company

will reimburse internet and electricity expenses incurred by employees who follow the correct reimbursement protocol.

- **Discipline Standards:** Inability to fulfill work obligations or comply with policies and procedures while working remotely may result in disciplinary action, such as termination of the telework agreement, placement on a performance improvement plan, or termination of employment.

**Evaluation of the remote work system**

The evaluation process is considered one of the most important administrative steps that the organization takes care of in order to ensure that the administrative systems used in the organization achieve its goals and contribute to achieving the organization's goals. An organization's management can expect its team members to look to it for leadership and direction. Even though they won't always be able to knock on management's door, management still needs to be there for them. Here are some tips on how the organization's management can be able to be there for the work team by evaluating and directing the performance of all team members (Qadri, 2021):

Keep communication open.

The organization must invite employees to know that communication with management is available to them, so management does not just wait for them to come to it. The organization should be proactive by checking in with them regularly. Where appropriate, feedback and words of encouragement are provided to them. The organization's management must also ensure that time is allocated to meet virtually and conduct performance reviews.

Give great direction.

Whether an organization works in the office or remotely, employees appreciate a manager who communicates clearly and provides clear direction. For example, when an organization's management gives instructions to employees, you must ensure that management is direct and provides enough information to the work team to fully understand what you need. Poor communication leads to frustration and loss of productivity among the work team, and this requires the organization to ensure effective communication with employees working remotely.

Maintaining company culture.

Some employees choose an employer for the company culture. Whether a company has recently been remote or has always been so, maintaining the culture that attracted employees to the organization in the first place can help keep employees happy and working toward company goals. For example, a culture of care can be supported by expanding a company's wellness benefits, as Actualize Consulting has done. The $750 wellness benefit is available to each employee to use on gym memberships and fitness purchases such as treadmills and classes (Al Mutlaq, 2021).

Use video tools to stay in touch.

Remote work can be difficult for people who strive for face-to-face interaction. The organization's management should utilize best practices to act as if the work team were in the office with the help of technology. Management should be mindful of maintaining high morale and communication by hosting Friday video happy hour, video team meetings, and virtual employee lunches. The goal here is to stimulate activities that will be done in the office or outside the office.

Invest in internet security.

A network is only as safe as its weakest link. Since the COVID-19 pandemic, many companies have shifted their workforces remotely. As a result of more people working from home, weak security ties are

inevitable. By investing in cybersecurity, an organization can provide (and even mandate) tools that keep everyone's devices safe. This in turn keeps company information secure. Most importantly, it reduces the risk of personal data being leaked through a vulnerability in an organization's infrastructure. At the heart of enterprise internet security is a virtual private network (VPN). It allows direct and secure communication between all remote and office workers.

Consider monitoring employees.

Employee monitoring is essential for large organizations. A big part of leadership and management is keeping people on task. However, with remote work, this becomes difficult.

Employee monitoring systems allow visibility of a worker's computer activity. This defines how much of the workday is actually spent on work projects and tasks. Employee monitoring solutions allow an organization to track the productivity of a work-from-home model.

Accommodate flexible work schedules.

There are many benefits that come with remote work, such as reduced overhead and reduced liabilities, to name a few. However, if remote work is done hastily or poorly, the downside is lost productivity. The key to preventing productivity loss (from which it may be difficult for a company to come back) is to allow employees to work a flexible work schedule (Al Mutlaq, 2021).

Invest in collaboration tools.

Collaboration tools are everywhere. Some of the biggest names that have risen to the top include Skype and Microsoft Teams. Of course, the most popular by far is Zoom. These tools allow for editable online workgroups. It includes video and voice chat, and allows screen sharing. You can also search for applications that create shared workspaces. File sharing systems are similarly important.

Encourage employee participation

Employee engagement refers to the commitment of employees towards the organization's goals and objectives. Increasing employee engagement leads to enhanced productivity and a healthy work environment. With high engagement levels, you'll be able to see lower absenteeism rates, increased remote employee loyalty, lower employee turnover, and increased profitability. Additionally, remote team members may feel motivated and proactively contribute to overall company growth. However, boosting engagement is not easy. If the organization's management does not take measures to interact with employees remotely.

Hold regular virtual meetings.

A distributed team can work from any part of the world – making instant messaging and phone calls the primary mode of communication. This limits conversations to announcements and work-related issues. But through regular meetings or video calls, you can stay in touch virtually, and distance becomes just a number.

Productivity monitoring

Monitoring your remote team's productivity is essential to identify unproductive activities and areas for improvement. Tracking productivity also helps allocate tasks efficiently as management will know which employees are productive and who have a lot of tasks to handle. However, since employees work from their home offices, monitoring productivity can be difficult.

In a remote work program, organization management cannot simply walk into the employees' office to receive progress updates. Fortunately, all management needs is an employee productivity tracking tool. Employee monitoring solutions like Time Doctor offer advanced features for tracking remote work

productivity. Time Doctor is a powerful employee productivity management software used by large corporations and small businesses to boost employee productivity.

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