

Division of Administration
Telecommuting Guidelines

**Telecommunications Work Agreement
Employee Orientation Checklist**

Indicate your responses in the blanks below:

1. I have read the Division of Administration Telecommuting Policy (Personnel Policy #89) and the Telecommuting Work Agreement and understand the requirements and obligations I am expected to meet as a telecommuter.

Yes No

2. I have signed the Division of Administration Telecommuting Work Agreement and understand the requirements and obligations I am expected to meet as a telecommuter.

Yes No

3. I have discussed my performance expectations with my supervisor.

Yes No

4. I have discussed my work schedule with my supervisor.

Yes No

5. I have received agency equipment. It is my understanding that the items will be recorded on the Telecommuting Work Agreement and in ISIS/HR as Objects on Loan.

Yes No

6. I have been briefed on equipment and information security.

Yes No

7. I have received a signed copy of my Telecommuting Work Agreement.

Yes No

8. My proposed Telecommute setting is free from distractions and provides a safe work environment away from the primary work site.

Yes No

Telecommuting Office Guidelines

Setting up a telecommuting office requires some advance planning to ensure an adequate workspace and the necessary equipment and supplies. Important considerations when planning the telecommuting workspace are:

- The work area should be quiet and free of distractions.
- Lighting should be adequate and without glare. (The employer will not pay for modifications of the employee's home to develop a home office under the Telecommuting Policy.)
- Distracting noise should be kept to a minimum.
- Your desk should be adequate and designed to safely accommodate the equipment that you must use such as computer set-up, etc.
- Have a comfortable chair with adequate back support (employer will not provide furniture for employee's home office).
- Equipment that is used – computer, fax, modem, printer, etc. – must be available for your exclusive use while telecommuting and must be compatible with the equipment used at the primary work site.
- Each employee must make arrangements with his/her supervisor regarding the use of state equipment at the telecommuting site, but in no event may the use of such equipment impede access to such equipment, nor change ownership of such equipment. The employee may be responsible for the costs of installation of necessary modem and communications software at the telecommuting site.

Be aware that the DOA is not responsible for insuring your personal equipment in your home. If you are using your own equipment and it breaks while performing work for the DOA, the DOA is **not** liable.

(Adapted from Society of Human Resources Managers, "Telecommuting Office Guidelines")

Checklists to Determine Suitability of Job, Employee and Employee's Supervisor

For completion by employee:

Job Characteristics (check all that apply)

- Job includes portable tasks that can be performed off site and sent to and from the employee's home with ease, speed and confidentiality.
 - Job requires independent work, such as writing, reading, telephoning, planning, computer programming, word processing and data entry.
 - Job requires little face-to-face interaction with managers, colleagues or clients.
 - Job has clearly defined tasks and work products such as data entry, report or proposal generation, research or analysis.
 - Job has measurable work activities.
 - Job has objectives with identifiable time frame and check points.
 - Job can be monitored by output, not time spent doing the job.
 - Job has minimal requirements for special equipment or access to materials and files located in the office.
 - Job can be performed while meeting organizational security requirements (e.g., does not require that sensitive or confidential documents be removed from the office).
 - Contact with internal or external agency staff or with the public can be accomplished via the phone or computer or grouped into non-telecommuting days.
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For completion by employee's immediate supervisor:

Employee Characteristics (check all that apply to this employee)

- Familiar with work, organization and its culture and with colleagues; has advanced knowledge about job duties and responsibilities.
 - Independent "self-starter" that does not require external prodding or stimulus in order to get on with the work.
 - Self-motivated, self-disciplined, able to ignore distractions and can focus on the work to be done.
 - Low need for interaction with supervisors, coworkers, etc.
 - Dependable and trustworthy.
 - Adept at communicating quickly and effectively with office colleagues and clients.
 - Has a history of above-average performance reviews.
 - Able to provide a clean, safe, dedicated work space equipped with the proper equipment/work tools.
 - Good time management and organizational skills.
 - Able to provide timely, accurate activity reports.
 - Able to report to work as deemed necessary by supervisor.
 - Able to control and schedule work flow.
 - Job responsibilities that can be arranged so that there is no difference in the level of service provided to the customer.
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For completion by immediate supervisor's supervisor:

Supervisor's Characteristics (check all that apply to this supervisor)

- Skilled at supervision and communication.
- Empowers and trusts subordinates.
- Can manage by results or output rather than time spent working.
- Can establish clear, agreed-upon performance standards and deadlines and evaluate performance by results.
- Encourages feedback and communication.
- Effective problem solver or facilitator.
- Supports telecommuting as a concept and will work to make arrangements successful.
- Effectively plans and organizes own work and the work of subordinates to facilitate results.