TELEWORK CHECKLIST FOR SUPERVISORS

When communicating expectations about telework with staff:

**Prepare For The Discussion:**

[ ]  Read the NIH and IC telework policies

[ ]  Complete the telework training

[ ]  Understand what the eligibility requirements are

[ ]  Determine staff eligibility and notify them

[ ]  Identify technology resources available

**Start The Discussion By Explaining The IC Policy On:**

[ ]  Gov’t-furnished equipment, property, and supplies

[ ]  Reimbursement of phone and internet expenses

[ ]  Maximum telework frequency

[ ]  Approval/Denial process

**Be Specific In Stating Your Expectations For:**

[ ]  Meeting performance requirements (PMAPs)

[ ]  Adhering to/changing work schedules

[ ]  Maintaining productivity (quality/quantity/timeliness)

[ ]  Responding to e-mails and voice mails

[ ]  Using sensitive/confidential information

[ ]  Attending office meetings on telework days

[ ]  Reporting injuries

[ ]  Handling “down time” from equipment or power issues

[ ]  Adhering to privacy, security, and ethics policies

[ ]  Working during emergencies

[ ]  Obtaining pre-approval for OT/comp time, leave, unscheduled/ad hoc telework, travel to the office

[ ]  Appropriate use of duty hours (no personal business or child/elder care)

[ ]  Reporting updates of work assignments

[ ]  Meeting safety responsibilities at the telework site

[ ]  Getting assistance, e.g., IT helpdesk or on-site staff

**Finish By Listening To The Staff:**

[ ]  Be receptive to discussing concerns from onsite staff and teleworkers

[ ]  Address questions (Clarify! Clarify! Clarify!)

[ ]  Be open to different ways of doing business, e.g., webcams, conference calls, Instant Messaging, etc.

[ ]  Ensure each person walks away knowing their role is important to the organization

**Additional Resources For Supervisors:**

NIH Telework Program: <https://hr.nih.gov/working-nih/work-schedules/telework>

NIH Security Policies: <https://security.nih.gov/Pages/Home.aspx>

CIT Telework Technologies: <https://www.cit.nih.gov/service/technology-training>

Telework Training (online): <https://hr.nih.gov/working-nih/work-schedules/telework/telework-training>

Hoteling: <https://hr.nih.gov/working-nih/work-schedules/hotelling>