TELEWORK TIPS FOR EMPLOYEES

## **Become Eligible For Telework**

* Have the conversation with your supervisor about telework options.
* If the supervisor isn’t comfortable with a regular telework agreement, suggest a telework trial period or ask them about teleworking occasionally under an ad hoc agreement.

**Create A Productive Environment When Teleworking**

* A dedicated area for work is vital to teleworking.
* Research available resources/tools for telework such as Office Communicator and teleconferencing.
* Develop a systematic way of working with documents to keep work assignments and personal items separate.

**Manage Relationships**

* Maintain work relationships with supervisors, colleagues, peers, and customers.
* Start viewing project or assignment updates as an opportunity to become more results oriented.

**Be Prepared For Emergencies**

* Understand the expectations of your supervisor if OPM, HHS, or NIH declares Unscheduled Telework/Unscheduled Leave and/or emergencies occur.

**For More Information:**

NIH Workplace Flexibilities Program

[NIHtelework@mail.nih.gov](mailto:NIHtelework@mail.nih.gov)

**Be Consistent – Don’t Use Telework as an Excuse for**

**Not Getting Something Done.**