

Supervisor's Telecommuting Checklist

- Review and understand [Telecommuting Guidelines](#)
- Meet with all workers (including students) that are telecommuting and complete the [Telecommuting Agreement](#). Be sure the employee understands the Telecommuting Guidelines and provisions. Send original to Human Resources and maintain a copy of the agreement in your supervisor file.
- Identify any technology and safety needs.** Determine whether the resources will be accessible when working from home. Ensure your employee knows how to access University Computing Solutions should they need assistance. Have employee review the [Home Office Safety](#) video and tips from SAIF Corporation.
- Review work schedules.** Be clear about your expectations with your employee for maintaining their current work schedule. Discuss communication standards for using leave time (sick/vacation/personal days).
- Draft a work plan**
 - What routine responsibilities can/cannot be completed while working remotely?
 - What routine responsibilities/tasks require regular communication and collaboration with others? What is the collaboration plan?
 - Are there any special projects or tasks they can work on while working remotely?
 - What events or meetings are scheduled during the time in which they are working remotely? Will they be canceled or take place using technology?
- Make a communication and accountability plan.** Communicate your expectations regarding how often they should send updates on work plan progress. You should also communicate how quickly you expect the employee to respond while teleworking and the best method/time for the employee to contact you during the workday.
 - Conduct regular check-ins** – Whether it is daily or weekly, be sure to check-in with your employee to provide any updates, information, or motivation. This is a great time to assess any emotional or physical declines, as well. Stay in touch and provide encouragement, emotional support, and resources, as needed
- Be Positive.** Maintain a positive attitude and a willingness to trust your employee to telework effectively. Instead of focusing on how many hours your employee is working, reemphasize a focus on measuring results and reaching objectives. The employee's completed work is the indicator of success, rather than direct observation.
- Have Regular Team Meetings.** Schedule consistent video team meetings so your team has an opportunity to interact with each other. Set aside the first few minutes of these meetings to talk about non-work-related things. Give them a chance to connect. Consider the expectation of all videos "on", so everyone can see each other.