



### **Tips for Supervisors managing teleworking employees:**

- Discuss with employees what home office equipment and supplies are necessary to successfully telecommute.
- Prepare an inventory of any company equipment that employees take home to telecommute.
- Check with IT about:
  - a. Remote connectivity to work systems.
  - b. Computer and internet security and virus protection.
  - c. Availability of virtual meeting rooms.
  - d. Ability for IT to connect to at-home work systems to conduct repairs or updates.
- Plan for a secure way to transmit sensitive or confidential materials to telecommuting employees electronically.
- Plan work for employees for multiple days at a time as teleworking employees may not have access to their physical office at work and will need to assure that they have adequate files, materials and supplies.
- Some employees will not be familiar with virtual meeting options (ex. Skype, Go-to-Meeting, Citrix, FaceTime). Prepare step-by-step instructions for those employees and do a “test run” to make sure the equipment is working, and the users are comfortable.
- Collect all phone numbers of teleworking employees and circulate them to your team.
- Be patient with the process. Many employees will be adjusting to a new way of working.
- Schedule a daily call-in to discuss the status of projects, provide updates and answer any questions.
- Plan for proper storage and retention of work-related documents.

### **Tips for Employees while working remotely:**

Teleworking requires the ability to work independently, with minimal direct supervision. There are many benefits to teleworking, but it may also come with some challenges. Follow these tips to successfully telework:

- Plan for a full workday.
- Set a time schedule for each workday.
- Anticipate when you will have conference calls or online meetings, times that you intend to carve-out to work on specific projects without interruption, and your breaks.
- Plan work several days ahead so that you can have adequate materials and supplies each day and communicate to your supervisor if you anticipate needing files or materials from the office.
- Make sure you protect the confidentiality of sensitive materials and communications.
- Find a space to work that is comfortable and quiet and allows you to focus on work during your workday.
- Minimize typical household noise in your workspace, such as television, pets and children.
- Plan for household chores to occur after your workday.
- Be patient with the process.
- Communicate with your supervisor about any challenges.