

Sample Supervisor's Checklist for Telework

This checklist should be tailored to an individual agency's needs and included as a model in the agency's telework policy. It should also be used to ensure your telework employee is properly oriented to the agency's program prior to telework.

This form must be completed by the teleworker's supervisor prior to allowing the employee to telework.

Printed Name of Teleworker: _____

Printed Name of Supervisor: _____

Date Completed: _____

- Teleworker has read the agency and state telework policy.
- Teleworker has been provided with a schedule of core hours or guidelines for telework hours.
- Performance expectations have been documented, discussed, and are clearly understood. Assignments and due dates are documented.
- A completed "Safety and Security Checklist" approved and included with the telework agreement.
- All computer hardware and software is listed on the agency Hardware/Software Inventory List and included with the telework agreement.
- The teleworker is familiar with this agency's requirements and policies for computer information security.
- Phone and e-mail contact procedures have been clearly defined.
- The teleworker has read and signed the telework agreement prior to actual participation in the program.
- Other: