

Your Eight Simple Rules for Teleworking

Managers

1. Discuss the Telework Agreement with your employee before signing.
2. Agree on expectations for your teleworker—anticipated results, work products, etc.
3. Trust that your employees will perform their duties on telework days.
4. Agree on communication with the office.
5. Discuss office protocol for emergencies.
6. Discuss appropriate telephone etiquette with all staff.
7. Discuss with teleworker his/her success—results achieved, work products completed, etc.
8. Agree on the expectations for future teleworking

Employees:

1. Teleworking works best for those who want to telework—telework days are work days.
2. Attend and participate in training.
3. Read the Telework Agreement carefully before signing.
4. Plan your telework day.
5. Make sure that you have the materials and support at home.
6. Take stretch breaks and include lunch in your workday.
7. Discuss your completed telework day with your supervisor.
8. Look forward to your next telework day.