

Supervisor's Guide for Telework Employees

1. EMPLOYEE SUBMITS SELF ASSESSMENT TO SUPERVISOR

[Employee Telework Self Assessment. Submit to supervisor.](#)

2. Supervisor Completes Role Assessment.

- Do the job tasks require the employee to be at the main workplace during regular work hours?
- Could or do the proposed changes for the telework schedule negatively affect the team or increase workload for other employees?
- Could or do the proposed work schedule changes negatively affect the department's productivity?
- Could or do the proposed work schedule changes negatively affect customer service?
- Can performance be measured by quantitative or qualitative result-oriented standards?
- Will employees have access to highly sensitive or confidential information that should not be accessed from an alternative work location?
- Is this criteria list applied equally to all roles within the team?

[Role Assessment. Keep for your employee records.](#)

NO,

[Supervisor Talking Points](#)

NO

YES

3. Supervisor Completes Performance Assessment.

- Is the employee currently, or has been in the last six months, on an active performance disciplinary action?
- Does the employee manage and prioritize their work responsibilities well?
- Is the employee prepared to meet the level of availability and responsiveness required to achieve the university's needs?
- Does the employee meet deadlines?
- Does the employee problem solve and resolve issues independently?
- Is the employee focused and productive when working?
- Does the employee communicate well with you keeping you informed?
- Is the employee a team player? Does the employee communicate well with coworkers keeping them informed?
- Is this criteria list applied equally to all members within the team?

[Performance Assessment. Keep for your employee records.](#)

4. Supervisor Sets Expectations

Items to Review and Establish for Employees:

- Determine if your employee will be required to attend meetings in person or virtual.
- Set times of necessary availability for meeting participation, short-notice meetings, and phone calls. Include in the schedule setting which days and hours will be expected or required.
- Decide how interaction with external or internal customers will be handled.
- Establish regular communication between you and the remote worker.
- Establish expectations for calendar notifications when working remotely.

[Teleworking Expectations Plan. Keep for your employee records.](#)

YES

5. Work Environment Assessment

- Laptops, desktops, monitors, keyboards/mouse
- Privacy screens
- Headsets and Webcams
- Phones/Call Forwarding
- Communication Software
- Ergonomics equipment/considerations

[Teleworking Site Checklist. Keep for your employee records.](#)

6. Formalize

- Complete training for both employee and supervisor if needed.
- Review Expectations.
- Review [Telework Policy](#) with remote employee.
- [Sign Telework Agreement form.](#)
- Create communication plan for team.

[Supervisor Talking Points](#)

7. Track Progress

- Create dates/frequency to review progress (90 days recommended).
- Determine metrics to track for effectiveness and productivity.
- Review outcomes during check-ins.

[Telework 1:1 Questions. Keep for your employee records.](#)

Should Telework Continue?

NO,

[Supervisor Talking Points](#)

YES,

[Supervisor Check-in Guide](#)