



Human Resources

Checklist for Supervisors – Specific to Telework - Telework Managers who choose to consider telework for employees shall be responsible for the following:

1. Established expectations for and monitoring of employee performance.
2. Identified eligible positions suitable for telework.
3. Identified eligible employees (see Employee Participation).
4. Determined if office-like space is required.
5. Determined if equipment will be provided to the employees to use at home (see Equipment and Supplies).
6. Established how the teleworker will maintain regular contact with office co-workers and supervisors.
7. Determined how the department will handle restricted access materials, security issues, and taking electronic or paper records from the primary work place (see Security and Access to Information).
8. Ensured that practices are consistent and compliant with Board of Regents and institutional policies in the use of technology.
9. Delivered telework training to employees.
10. Ensured that individual work schedules and reporting for non-exempt employees are in compliance with FLSA regulations and Board of Regents policy.
11. Ensured that each employee's request to telework is considered in relation to the department's operating and customer needs.
12. Required a Teleworking Agreement (See Appendix C).
13. Ensured that those employees approved for telework record their telework days as "TW" for "Teleworking" on the appropriate institutional leave records.
14. Retained a copy of executed agreement for your employee files and forwarded original agreement to the Office of Human Resources.

Checklist for supervisors - Specific to Flextime - Flextime Managers who choose to consider flextime for employees shall be responsible for the following:

1. Established expectations for and monitored employee performance.
2. Identified eligible positions suitable for flextime.
3. Identified eligible employees (see Employee Participation).
4. Ensured that each employee's request for flextime is considered in relation to the department's operating and customer needs.
5. Required a Flextime Agreement (See Appendix D).