



# Telework Supervisor's Checklist

Teleworker Name	
Department	
Supervisor/ Telemanager	

Item	Date Completed	Supervisor Initials
Employee has read orientation documents, taken the Telework Training and read the County's Telework Policies.		
Employee has been provided with a schedule and/or guidelines for telework hours.		
Equipment (if any) issued by the County is documented and requirements for care are acknowledged.		
Performance expectations have been discussed and are clearly understood. Assignments and due dates are documented.		
Requirements for adequate and safe office space at home have been reviewed with the employee, and employee certifies that those requirements have been met.		
The employee is familiar with the County requirements and expectations for computer information security and has received a copy of and has read the County Information Security Requirements and Guidelines.		
Phone contact procedures have been clearly defined.		
The Teleworker Agreement is finalized and on file.		
The employee has been provided with Telework time code information.		

**This checklist is included as a model and should be tailored to an individual department's needs. The checklist should be utilized by the Telework Supervisor/Manager to ensure teleworkers are properly oriented as to the County's Telework Program prior to teleworking.**