

Telecommuting Individual Planning Checklist

Supervisor
Employee
Dept POC
Colleagues

10 Weeks Prior to Launch

- Contact your department's Human Resources Client Partner or central HR to discuss interest in initiating a telecommuting arrangement
- Complete Position Assessment to determine if a telecommuting arrangement is appropriate

9 Weeks Prior to Launch

- Complete Feasibility Assessment to determine if a telecommuting arrangement is appropriate and identify needed equipment/furniture
- If needed, contact Human Resources to discuss funding for equipment/furniture

8 Weeks Prior to Launch

- Complete Self Assessment to determine if a telecommuting arrangement is appropriate
- Contact Human Resources to discuss training options
- Discuss proposed telecommuting arrangement with AVP or above

7 Weeks Prior to Launch

- Complete Telecommuting Agreement (employees should complete with guidance from supervisor)
- As part of Telecommuting Agreement and based on Feasibility Assessment and funding, determine equipment/furniture to be ordered
- Employee, supervisor, and AVP sign Telecommuting Agreement
- Forward Agreement to Human Resources for review and approval

6 Weeks Prior to Launch

- Order laptop(s) as necessary

2 Weeks Prior to Launch

- Order cell phone(s)/smart phone(s) as necessary
- Order other equipment/furniture as necessary via iBuy
- Request VOIP installation on all telecommuter laptops

	<i>Supervisor</i>	<i>Employee</i>	<i>Dept POC</i>	<i>Colleagues</i>
<input type="checkbox"/> Contact your department's Human Resources Client Partner or central HR to discuss interest in initiating a telecommuting arrangement	X	X		
<input type="checkbox"/> Complete Position Assessment to determine if a telecommuting arrangement is appropriate	X			
<input type="checkbox"/> Complete Feasibility Assessment to determine if a telecommuting arrangement is appropriate and identify needed equipment/furniture	X			
<input type="checkbox"/> If needed, contact Human Resources to discuss funding for equipment/furniture	X			
<input type="checkbox"/> Complete Self Assessment to determine if a telecommuting arrangement is appropriate	X	X		
<input type="checkbox"/> Contact Human Resources to discuss training options			X	
<input type="checkbox"/> Discuss proposed telecommuting arrangement with AVP or above	X			
<input type="checkbox"/> Complete Telecommuting Agreement (employees should complete with guidance from supervisor)	X	X		
<input type="checkbox"/> As part of Telecommuting Agreement and based on Feasibility Assessment and funding, determine equipment/furniture to be ordered	X	X	X	
<input type="checkbox"/> Employee, supervisor, and AVP sign Telecommuting Agreement	X	X		
<input type="checkbox"/> Forward Agreement to Human Resources for review and approval			X	
<input type="checkbox"/> Order laptop(s) as necessary			X	
<input type="checkbox"/> Order cell phone(s)/smart phone(s) as necessary			X	
<input type="checkbox"/> Order other equipment/furniture as necessary via iBuy			X	
<input type="checkbox"/> Request VOIP installation on all telecommuter laptops			X	

Telecommuting Individual Planning Checklist

1 Week Prior to Launch

- Order EC500 service as necessary

Launch

- Plan a virtual meeting between telecommuter/supervisor to check in on first telecommuting day

3 Months After Launch

- Complete telecommuting evaluation

Annually

- Evaluate current telecommuting arrangement
- If appropriate, complete new Telecommuting Agreement based on current year goals
- Employee, supervisor, and AVP sign Telecommuting Agreement
- Forward Agreement to Human Resources for review and approval

	<i>Supervisor</i>	<i>Employee</i>	<i>Dept POC</i>	<i>Colleagues</i>
<input type="checkbox"/> Order EC500 service as necessary			X	
<input type="checkbox"/> Plan a virtual meeting between telecommuter/supervisor to check in on first telecommuting day	X	X		
<input type="checkbox"/> Complete telecommuting evaluation	X			
<input type="checkbox"/> Evaluate current telecommuting arrangement	X	X		
<input type="checkbox"/> If appropriate, complete new Telecommuting Agreement based on current year goals		X		
<input type="checkbox"/> Employee, supervisor, and AVP sign Telecommuting Agreement	X	X		
<input type="checkbox"/> Forward Agreement to Human Resources for review and approval		X		