

Getting Started for Supervisors

**Step 1:
Access
readiness and
get approval**

It is recommended that a survey be conducted prior to launching the Telework program to assess your organization's readiness to implement teleworking. HR has provided a [Survey Example](#). If your department does not have a survey application, or is otherwise unable to build and conduct a survey, you may contact HR for assistance. Following the survey, gather the results and submit them to your management for review. Obtain your department's approval to proceed. Your department may have already conducted a survey and established its own policies, procedures and forms for this process. Check with your department before proceeding.

**Step 2:
Verify
employee
eligibility**

Read the "[Who is Eligible](#)" document to determine if your staff meets all eligibility requirements, and their suitability for participating in Telework. Your department or division may have its own eligibility criteria so you will want to discuss this with your Management before proceeding to Step 3.

**Step 3:
Receipt of
appropriate
materials
from
employee**

Ensure that the employee has:

- Meets the [Eligibility Requirements](#);
- Read the [County Board Policy K03](#);
- Read the [Telework Guidelines and Procedures](#); and
- Read & completed the [General Home Office Safety Self-Evaluation Guidelines & Checklist](#)

Watched the [Telework Training Video](#) and complete the companion [Telework Proposal Workbook](#) pages 2 through 14.

Remember, if your department has their own Telework policies and procedures, be sure to follow the department's unique process.

**Step 4:
Meet with
employee and
approve or
deny request**

Your employee will schedule time to meet with you to review and discuss their proposal. Use the proposal draft as a guide for the discussion. In this discussion, you and your employee should identify and agree on the details of this new working arrangement. When you and your employee are satisfied that they have answered all of your concerns, complete and sign the documents included in the [Telework Proposal Guide pages 15 through 25](#) including the Telework Agreement.

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**Step 5:
Obtain
Department
Approval**

Forward a copy of the agreement to the appropriate Management and/or appointing authority as designated by your department for final approval.

**Step 6:
Distribute
Agreement
Copies**

Send a copy of the final approved agreement to the employee and your Agency's Telework Coordinator (if one has been designated). A copy of the agreement materials should also be kept on file with your employee's file so that it can be reviewed regularly and updated annually.

Step 7:

The Center's website [Telework](#) page provides several useful resources, as well as a [Telework Start-up Packet](#). This packet contains handy checklists and information that your employees will find useful as they begin Teleworking.
