

# Getting Started for Employees

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Your department may have its own policies, procedures and forms for this process. Check with your department before completing this process.

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**Step 1:  
Determine if  
you are a  
good  
candidate for  
Teleworking**

Read the "[Who is Eligible](#)" document to determine your eligibility and suitability for participating in Telework. Your department or division may have its own eligibility criteria so you will want to discuss this with your Supervisor before proceeding to Step 2. When you and your Supervisor agree that you are a candidate for telework, return to this page for Step 2.

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**Step 2:  
Create a  
Telework  
Agreement  
Proposal**

Read the [County Board Policy K03](#) and [Telework Guidelines and Procedures](#). Remember your department may also have its own Telework policies and procedures. Read and complete the [General Home Office Safety Home Evaluation Guidelines & Checklist](#).

Print out a copy of the [Telework Proposal Workbook](#). Schedule time to watch the [Telework Training Video](#) and complete the companion [Telework Proposal Guide pages 2 through 14](#). The video and guide will help you plan how you can effectively implement telework. It will also help you identify and answer some of the most common questions that about teleworking. Once you have completed the video and guidebook you will have a draft proposal that you can discuss with your Supervisor.

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**Step 3:  
Obtain your  
Supervisor's  
approval**

Schedule time to meet with your Supervisor to discuss your proposal. Use your proposal draft as a guide for the discussion. In this discussion, you and your supervisor should identify and agree on the details of this new working arrangement. When you and your supervisor are satisfied that you 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 4:  
Obtain  
Department  
Approval**

Your Supervisor will then forward a copy of your agreement to the appropriate Manager and/or appointing authority as designated by your department for final approval.

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## Getting Started for Employees, Continued

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**Step 5:**

Once you have obtained your Supervisor and Department approval and completed your Telework Agreement Packet. You are ready to get started.

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