

Telecommuting Requirements and Best Practices for Supervisors & Employees:

- Set clear expectations with employees on establishment of work hours, prioritization of tasks, and attendance of meetings that would usually be held in person.
- Supervisors should create “to-do lists” and deadlines to ensure all work and work projects are progressing at an acceptable pace.
- Supervisors should work with employees on possible adjusted work schedules as there will not be time for commuting, etc. This should align with needs of students and internal customers.
- It is important that remote workers are engaged.
- Supervisors should have regular communications with telecommuting employees.
- Supervisors should set standards in advance for how employees are to communicate and collaborate. Example: Version control of documents, using the best communication platform technology, and sharing of cell phone numbers are practices that should be outlined.
- Supervisors should hold a weekly staff meeting via Web-Ex (or another platform) that is attended by both in-person and virtual employees.