Human Resources

**Checklist for Supervisors – Specific to Telework** - Telework Managers who choose to consider telework for employees shall be responsible for the following:

1. ☐ Established expectations for and monitoring of employee performance.
2. ☐ Identified eligible positions suitable for telework.
3. ☐ Identified eligible employees (see Employee Participation).
4. ☐ Determined if office-like space is required.
5. ☐ Determined if equipment will be provided to the employees to use at home (see Equipment and Supplies).
6. ☐ Established how the teleworker will maintain regular contact with office co-workers and supervisors.
7. ☐ Determined how the department will handle restricted access materials, security issues, and taking electronic or paper records from the primary work place (see Security and Access to Information).
8. ☐ Ensured that practices are consistent and compliant with Board of Regents and institutional policies in the use of technology.
9. ☐ Delivered telework training to employees.
10. ☐ Ensured that individual work schedules and reporting for non-exempt employees are in compliance with FLSA regulations and Board of Regents policy.
11. ☐ Ensured that each employee’s request to telework is considered in relation to the department's operating and customer needs.
12. ☐ Required a Teleworking Agreement (See Appendix C).
13. ☐ Ensured that those employees approved for telework record their telework days as “TW” for “Teleworking” on the appropriate institutional leave records.
14. ☐ Retained a copy of executed agreement for your employee files and forwarded original agreement to the Office of Human Resources.

**Checklist for supervisors - Specific to Flextime** - Flextime Managers who choose to consider flextime for employees shall be responsible for the following:

1. ☐ Established expectations for and monitored employee performance.
2. ☐ Identified eligible positions suitable for flextime.
3. ☐ Identified eligible employees (see Employee Participation).
4. ☐ Ensured that each employee’s request for flextime is considered in relation to the department's operating and customer needs.
5. ☐ Required a Flextime Agreement (See Appendix D).