

## Supervisor's Checklist for Telecommuter's

This checklist provides general guidance and orientation to supervisors and telecommuting candidates.

Name of Telecommuter:	
Name of Supervisor:	
Date Completed:	

<input type="checkbox"/>	Employee has read College procedure <a href="#">2492-Telecommuting Guidelines</a> .
<input type="checkbox"/>	Employee has been provided with a schedule of assigned work hours or guidelines for flexing work hours.
<input type="checkbox"/>	College technology equipment <sup>1</sup> and software issued by the College is documented on the <a href="#">Receipt of College Equipment</a> form.
<input type="checkbox"/>	Performance expectations have been discussed and are clearly understood.
<input type="checkbox"/>	Requirements for adequate and safe office space at alternative worksite have been reviewed with the employee and the employee certifies that those requirements have been met on the <a href="#">Alternative Worksite Safety Checklist for Telecommuters</a> form.
<input type="checkbox"/>	Requirements for the care of college technology equipment and software assigned to the employee have been discussed and are clearly understood.
<input type="checkbox"/>	Requirements for establishing or for suspending telecommuting have been discussed and are clearly understood.
<input type="checkbox"/>	The employee is familiar with the College's <a href="#">Use of Computers/College Computing and Information Systems</a> procedure.
<input type="checkbox"/>	Phone contact procedures have been clearly defined and unit assistants and/or receptionists have received training.
<input type="checkbox"/>	The employee has read and signed the <a href="#">Telecommuter's Agreement</a> form prior to actual participation in the program.
<input type="checkbox"/>	The responsibility for understanding the tax and insurance implications for telecommuting rest with the employee.

I have read, understood, and complied with the above terms:

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

Approved by Management Council 5/5/08; 3/11/20 (minor revision)

<sup>1</sup> College technology equipment is defined as a computer and/or a printer that has gone through the appropriate approvals.