

Remote Office Procedures

Telework participants will maintain standard office procedures and will make teleworking appear invisible to other business clients, employees and telework employees. Teleworkers should maintain standard office procedure with particular attention to:

1. Maintaining clear, consistent communication with supervisors and receptionists about teleworking days. Teleworkers will sign out and inform the receptionist that they will be teleworking on the day preceding a teleworking day. The receptionist will forward telephone calls to the teleworker's telephone, which then in turn are forwarded to the remote office location, if applicable, or to voicemail.
2. Providing supervisors with at least two days advance notification of variation from the telework schedule noted below.
3. Reporting to office for meetings as scheduled.
4. Identifying an employee working in the office to serve as a resource. This is a co-worker who uses the "buddy system" and is willing to get materials and engage in face-to-face communication with clients when necessary.
5. Communicating actively. Teleworkers need to make themselves accessible to the office staff and clients. Co-workers should be provided with the best means of reaching the teleworker on days working from a remote location.
6. Checking for voicemail and email messages every _____ hours.
7. Being available to answer the telephone during the hours of _____ to _____ and _____ to _____.
8. Responding to pager requests within _____ minutes.
9. Returning phone calls promptly.
10. Accessing the organization's network when pre-approved by teleworker's supervisor.
11. Maintaining the following schedule unless changed by the teleworker and his or her supervisor.

Days: _____

Hours: _____

I have read and understand my employer's Teleworker Remote Office Procedures. I agree to abide by and operate in accordance with the terms and conditions. I agree that the sole purpose of this agreement is to regulate telework and that it neither constitutes an employment contract nor an amendment to any existing contract.

Employee

Supervisor

Date