



# Telework Checklist for Managers and Employees



## Telework Checklist for Managers

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Title \_\_\_\_\_

College / School \_\_\_\_\_ Administrative \_\_\_\_\_

Unit \_\_\_\_\_

Current Work Location \_\_\_\_\_

Job Status: Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

Length of Telework: Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

The following conditions must be met to approve an employee for telecommuting:

- The employee has no active formal disciplinary actions on file for the current or immediately preceding review period;
- The employee has a demonstrated ability to work productively on his/her own and is self-motivated and flexible; and
- The employee received at least a satisfactory evaluation in the previous evaluation cycle.

Teleworking is not applicable if the following essential functions are regularly performed:

- Face-to-face interaction and customer-centric services to students, patients, general public, etc.
- Administrative services that support the day-to-day operations of the department and University;
- Essential services that support the continuity of University operations
- Supervision of a team of subordinate employees
- Technical support person who must respond immediately to campus situations or crises

Other critical considerations:

- Does employee's position require the employee to have immediate access to documents, restricted data, or special equipment that is located only in the workplace?
- Is the alternate work location in the metropolitan area of the District of Columbia (DMV), Is the alternative work location outside of the DMV?
- Will the remote work arrangement impact the service quality or university operations, or increase workload for other employees?



- Is the position structured to be performed independently of others with minimal need for support and little face-to-face interaction?
- Can remote work performance be measured by quantitative or qualitative results-oriented standards, not time spent doing the job?
- Are there other employees in this unit that perform the same or similar regular functions?
- Will telework cause additional work or other potential impacts on co-workers?
- Will working remotely diminish the employee's job performance?
- Are there financial or other possible burdens to the department?
- Are there other requests or approved telework arrangements in the unit?
- Considering this telework arrangement, is equity being maintained in the department?

### Telework Checklist for Employees

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Title \_\_\_\_\_

College / School \_\_\_\_\_ Administrative \_\_\_\_\_

Unit \_\_\_\_\_

Current Work Location \_\_\_\_\_

Job Status: Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

Length of Telework: Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

The following conditions must be met to approve an employee for telecommuting:

- You acknowledge that you do not have any active formal disciplinary actions on file for the current or immediately preceding review period
- You acknowledge that you have demonstrated the ability to work productively on your own and you are self-motivated and flexible
- You have received at least a satisfactory evaluation in the previous evaluation cycle
- You agree that you do not have a second place of employment during the hours you are working at Howard University

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- Administrative services that support the day-to-day operations of the department University
- Essential services that support the continuity of University operations
- Supervision of a team of subordinate employees
- Technical support person who must respond immediately to campus situations or crises

Other critical considerations:

- Will the remote work arrangement impact service quality or university operations?



- Does the employee have a safe and dedicated work space to perform work remotely?
- Does the employee have computer, cell phone, printer/scanner to perform work?
- Does employee have dependent care arrangements for the scheduled hours of the workday?
- Will telework cause additional work or other potential impacts on co-workers?
- Will working remotely diminish the employee's job performance?
- Does employee's position require the employee to have immediate access to documents, restricted data, or special equipment that is located only in the workplace?
- Is the alternate work location in the metropolitan area of the District of Columbia (DMV)?
- Can remote work performance be measured by quantitative or qualitative results-oriented standards, not time spent doing the job?

Please be advised that telework is not an entitlement and in no way changes the terms and conditions of employment with Howard University. While engaging in telework, an employee must devote full attention to his/her job duties, and not use telework time as an opportunity to be available for personal or family matters. Managers must ensure that teleworking decisions are made for appropriate, non-discriminatory reasons.