

Commonwealth of Pennsylvania

Office of Administration

Best Practices for Employees in Temporary Telework Arrangements

1. Designate “office” space.

Create a quiet place to concentrate and spread out. It doesn't have to be an elaborate set-up, but an area in which work-related material can be stored and organized. Reference your telework agreement for further guidance.

2. Follow Your Regular Work Schedule.

Unless specific arrangements have been made and approved through your supervisor, you should continue to follow your regularly assigned work schedule. You should also continue to take meal and rest periods as normally scheduled. Overtime will also need to be requested and approved in advance.

3. Communicate early and often.

Reach out to your supervisor or team in advance of absence or time away from your computer. If you have questions, do not hesitate to ask for help. Plan to connect with your supervisor at least once a day to clarify priorities, ask questions, or validate plans. Update your Skype status if you are going to be away for longer than a few minutes so your teammates know how/when to contact you. Set your out-of-office message on email when you are not available. Use Office 365 to collaborate and share documents if appropriate.