



Best Practices for Teleworking Employees

Three tips for success

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 must 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, as specified in your Telework Agreement.

3. Communicate early and often.

You are required to be available during normal work hours, whether via telephone, virtual meeting or other communication platform. 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. Set your out-of-office message when you are not available. Use Office 365 to collaborate and share documents, if appropriate.