Telework Plan - Supervisor's Checklist

Name of Employee:

Date:

The following tasks must be completed before the employee begins telework:

- ☐ Employee and supervisor have read the *Cal/EPA Telework Program Policy and Procedures*.
- ☐ Employee and supervisor have attended basic Telework training.
- ☐ Equipment issued by the Cal/EPA Board, Department or Office (BDO) is documented. Requirement for care of equipment, if any, assigned to the employee have been discussed and are clearly understood; the employee assumes responsibility for any equipment provided by the BDO.
- ☐ If the equipment, software, or communication lines necessary for telework are not provided by the Cal/EPA BDO, the employee has provided the items at his/her own expense.
- ☐ Performance expectations have been discussed by the employee and supervisor and are clearly understood.
- ☐ Requirements for adequate and safe home-office space have been met by the employee in accordance with the Safe Home Office Environment Checklist provided in the telework training.
- ☐ The employee and supervisor have discussed arrangements for the workspace.
- ☐ The employee has signed the Safe Home Office Environment Checklist.
- ☐ The employee is familiar with requirements pertaining to the security and confidentiality of data and information.
- ☐ Teleworker telephone contact procedures have been clearly defined and all unit technical staff, clerical staff, and receptionists have received instructions.
- ☐ The employee and supervisor have agreed to a Telework Plan, have obtained the required approval and have signed said plan prior to participation in the program.

(Employee Signature)	*(Date)*
(Supervisor's Signature)	*(Date)*