

**TELEWORKING AGREEMENT - Attachment B**

**Work Schedule** - The following work schedule and locations are agreed upon in support of the Telework Agreement:

**Primary Workplace (Department/Division)**

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Alternate/Telework Workplace**

DESIGNATED AREA: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Please select one and complete the appropriate information below.**

\_\_\_\_\_ I am requesting to **Regularly Telework** on the same day or days every week on a consistent basis.

\_\_\_\_\_ I am requesting to **Occasionally Telework** on an as needed basis with the approval of my supervisor.

**Regular Teleworker Work Hours**

Day	Hours	Location (Please specify: Telework or Department)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Daily Lunch Period: From \_\_\_\_\_ To \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_

Teleworker: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## TELEWORKER SELF-ASSESSMENT - Attachment B

***A successful teleworker has particular traits, a job suitable for telework, and a telework office that is conducive to work. Read each of the numbered sections below and check the box that most accurately describes you or your situation. Your self-assessment will help you decide whether telework is right for you. See the bottom of page three (3) for help in evaluating your self-assessment.***

1. Successful teleworkers develop regular routines and can set and meet their own deadlines. Are you self-motivated, self-disciplined, and able to work independently; can you complete projects on time with minimal supervision and feedback; and are you productive when no one is checking on you or watching you work?  
 Always  
 Usually  
 Sometimes  
 Not Really
2. Do you have strong organizational and time-management skills; are you results-oriented; will you remain focused on your work while teleworking and not be distracted by television, housework or visiting neighbors; do you manage your time and workload well, solve many of your own problems and find satisfaction in completing tasks on your own; are you comfortable setting priorities and deadlines; and do you keep your sights on results?  
 Always  
 Usually  
 Sometimes  
 Not Really
3. Are you comfortable working alone; can you adjust to the relative isolation of working at home; will you miss the social interaction at the central office on your telework days; do you have the self-control to work neither too much nor too little; can you set a comfortable and productive pace while working at home?  
 Yes     No
4. Teleworkers should have a good understanding of the organization's "culture." Are you knowledgeable about your organization's Rules & Regulations; have you been on the job long enough to know how to do your job in accordance with your organization's Rules & Regulations; do you have well-established work, communication, and social patterns at the office?  
 Yes     No
5. Do you have an effective working relationship with coworkers; have you determined how to provide support to coworkers while working at home; and have you and your supervisor evaluated the effects of your telework days and those of your coworkers in maintaining adequate in-office communication?  
 Yes     No
6. Are you adaptable to changing routines and environments; have you demonstrated an ability to be flexible about work routines and environments; and are you willing to come into the central office on a regularly scheduled telework day if your supervisor, co-workers, or customers need you there?  
 Yes     No
7. Are you an effective communicator and team player; do you communicate well with your supervisor and co-workers; are you able to express needs objectively and develop solutions; and have you developed ways to communicate regularly with your supervisor and co-workers that you can use when you telework?  
 Yes     No

8. Current job performance is a strong indicator of your potential success as a teleworker. Consider how any problems or developmental needs evident in your last performance evaluation might affect your telework experience. Are you successful in your current position; do you know your job well; and do you have a track record of performance?

Yes  No

9. Do you have the right job for telework?

Job responsibilities that can be arranged so that there is no difference in the level of service provided to the customer:

- Minimal requirements for direct supervision or contact with the customer  Yes  No
- Low face-to face communication requirements with the ability to arrange days when communication can be handled by telephone or e-mail  Yes  No
- Minimal requirements for special equipment  Yes  No
- Ability to define tasks and work products with measurable work activities and objectives  Yes  No
- Ability to control and schedule workflow  Yes  No
- Tasks include those that could be done away from the central office  Yes  No

10. Do you have an appropriate telework environment?

- A safe, comfortable workspace where it is easy to concentrate on work  Yes  No
- The level of security required by the agency  Yes  No
- The necessary office equipment and software that meet agency standards  Yes  No
- A telephone, with a separate home office line if required, and an answering machine or voice mail  
 Yes  No
- Household members who will understand you are working and will not disturb you  Yes  No

***Are you the right kind of worker?*** If your answers to Questions 1 through 8 are “Always” or “Yes,” you’re the kind of employee likely to be successful at telework.

***Do you have the right kind of job?*** You should be able to check every item under question 9.

***Do you have the right home environment?*** You should be able to check every item under Question 10.