

TELEWORK APPROVAL PROCESS

This is a guide for supervisors when implementing a Telework Agreement with an employee in accordance with the MMB Telework Policy.

STEP 1: Inquiry	Employee expresses interest in telework to supervisor.
STEP 2: Telework Policy	Supervisor provides agency telework policy and discusses telework selection process with employee.
STEP 3: Request	Employee completes agency request form for telework.
STEP 4: Evaluation/Decision	Supervisor evaluates the request based on agency telework criteria. <ul style="list-style-type: none"> • Yes, employee and job criteria are met, skip to Step 6. • No, employee and job criteria are not met, go to Step 5.
STEP 5: Discussion Denying Request	<ul style="list-style-type: none"> • Supervisor meets with employee to discuss reasons why employee or job criteria do not meet telework selection criteria. Explore alternatives to telework, if any. • Supervisor provides written confirmation of decision to employee and maintains copy in the supervisor file.
STEP 6: Training	The supervisor provides the employee and reviews with the employee the following policies and procedures prior to entering into a Telework Agreement: <ul style="list-style-type: none"> • HR/LR Policy #1422 Telework Policy • State Policy: Appropriate Use of Electronic Communication and Technology • Injury reporting procedures <ul style="list-style-type: none"> ○ Information for Injured Employees • Expense reimbursement procedure • Collective bargaining agreements/plans • Other policies and/or procedures based on agency need.
STEP 7: Telework Agreement	<ul style="list-style-type: none"> • Supervisor reviews Telework Agreement with employee, as well as expectations and conditions of telework arrangement, including: <ul style="list-style-type: none"> • Employee performance expectations and monitoring • Work hours and schedule • Telework location • Equipment and supplies • Workers' compensation • Data privacy and security • Communication and availability • Employment conditions • Supervisor, a member of cabinet and employee signs Telework Agreement. • Original Telework Agreement given to HR for signature and filing. Supervisor retains copy and gives a copy to employee. • Supervisor provides teleworker with an emergency point of contact phone list for emergencies (e.g. equipment failure).
Step 8: Equipment Installation	Necessary equipment/software is installed at telework location.
Step 9: Communication	Communication is sent out to team regarding employee's telework schedule.
Step 10: Telework Begins	<ul style="list-style-type: none"> • Employee starts telework arrangement. • Supervisor monitors performance.