

# Supervisor Tips for Teleworking

- Ensure your business continuity plan has been completed and is up-to-date.
- Create an emergency phone list.
- Ensure that employees have laptops and/or cell phones (if applicable).
- Encourage and model good organizational skills for employees.
- Set realistic goals and outcomes.
- Provide appropriate and timely feedback, schedule accordingly and document.
- Be flexible; use your creativity to achieve optimum results for telework employees.
- Reserve the right to modify the telework agreement at any time if it's not working.
- Delegate assignments equitably among the team.
- Schedule daily meetings with your team.
- Share your schedule and availability so that employees can communicate when challenging situations arise.
- Familiarize and adhere to university guidelines for telework.
- Identify employees that may need to work non-standard hours due to external factors, such as school closings and establish expectations regarding how employees and managers should communicate availability and working hours.