



SUPERVISOR CHECKLIST FOR SUPPORTING TELEWORKING

Telework works best when employees and supervisors communicate clearly about expectations. The following checklist will help you establish a foundation for effective teamwork, continued productivity, and service to the UD community. [Link to UD's Staff Working Remotely page.](#)

Review technology needs and resources. Identify technology tools staff use in their daily work and determine whether the resources will be accessible when working from home and ensure employees know how to access your team's local technical support should they need assistance.

Review work schedules. In an effort to ensure clarity of telework, be clear about your expectations with employees when reviewing and approving each request.

Per the flexible work arrangement policy, which includes working remotely, exempt and non-exempt employees are eligible. Similar to working onsite, supervisors must establish a work schedule for non-exempt employees, which employees must adhere to at all times. The [overtime policy](#) remains in effect regarding time worked beyond the employees' regularly scheduled work hours.

Draft a work plan. Review the questions below with staff and work through answers together.

- What routine responsibilities/tasks cannot be fulfilled while working remotely and how will it impact operations or other people? What are ways to reduce the impacts?
- What routine responsibilities/tasks require regular communication and collaboration with others? Proactively contact each partner to confirm how you will communicate while everyone is working remotely.
- Oftentimes employees experience fewer interruptions while teleworking. Are there any special projects or tasks that you can advance while working remotely?
- What events or meetings are scheduled during the time in which the temporary telework arrangement is in place? Will they be postponed or canceled, or will they take place using technology? What follow-up needs to occur due to postponements or cancellations?

Make a communication and accountability plan. Supervisors should tell employees how often they should send updates on work plan progress and what those updates should include. Supervisors should also communicate how quickly they expect the employee to respond while teleworking and the best ways for the employee to contact the supervisor while working remotely.

- If you normally make daily rounds to visit employees at their desks, you can give them a call during this period. Maintain team meetings and one-to-one check-ins, altering the schedule if needed to accommodate any alternative schedules that have been approved.
- **Conduct regular check-ins.** Start each workday with a phone, video or instant message chat. Your employees will be eager for connection and information during the disruption and the structure will help everyone create a positive routine. Every other day or weekly may be fine, so long as you are in contact frequently enough that your employees are in sync with you and/or with one another.

Be positive. A positive attitude toward teleworking and a willingness to trust employees to telework effectively is key to making such arrangements successful and productive. Teleworking presents an opportunity for managers to become better supervisors. Instead of focusing on how many hours your employees are working, re-emphasize a focus on measuring results and reaching objectives—regardless of work arrangement. The employee’s completed work product is the indicator of success, rather than direct observation. By focusing on the employee’s work product, telemanagers will improve their organizational abilities and their own skill in managing by objectives.

Debrief after normal operations resume. Employees and supervisors should review work plans when work returns to normal, assess progress on the employee’s work plan and prioritize any unresolved or new work that resulted from temporary operational disruption.