

## COMMUNICATION PROCEDURE

To help the entire team know what to expect, each teleworker should complete this worksheet and submit it to his or her manager BEFORE beginning to telework.

Who needs to know my teleworking schedule?

What information do they need to have? (e.g., days of teleworking, hours taking phone calls, call forwarding info, etc.)

How will they be given this info?



### Telephone

Teleworking location phone number: \_\_\_\_\_

Call forwarding? \_\_\_\_\_ Yes \_\_\_\_\_ No

Answering machine/voice mail? \_\_\_\_\_ Yes \_\_\_\_\_ No

Receptionist or co-worker taking calls? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not receptionist, the name of person \_\_\_\_\_

How will incoming calls be answered on teleworking days? \_\_\_\_\_

How will long-distance calls be handled? \_\_\_\_\_

The teleworker agrees to check in for messages at least \_\_\_\_\_ times a day.

Call-in times:

Other communication procedures:

### Electronic Mail

Will teleworker use e-mail? \_\_\_\_\_ Yes \_\_\_\_\_ No      If yes, how often will e-mail be checked? \_\_\_\_\_