

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? _____