

Telework Policy Document Template

For Administrators

1. Purpose

The purpose of this Telework Policy is to outline the guidelines and requirements for eligible administrators to work remotely for all or part of their work schedule.

2. Scope

This policy applies to administrative staff members who have been authorized to participate in telework arrangements.

3. Eligibility

- Position suitability for remote work
- Performance standards and expectations
- Manager approval required

4. Policy Details

1. **Work Hours:** Employees must maintain regular work hours as agreed upon with their supervisor.
2. **Communication:** Employees must be reachable and responsive during work hours via designated communication tools.
3. **Workspace:** Employees are responsible for providing a safe and appropriate workspace while teleworking.
4. **Productivity:** Work output and performance will be monitored and evaluated according to established criteria.
5. **Confidentiality:** All organizational data and confidential information must be protected in accordance with company policy.
6. **Equipment:** The organization may provide necessary equipment; employees are responsible for maintenance and proper use.

5. Procedures

1. Request telework arrangement via formal application.
2. Obtain supervisor and HR approval.
3. Review and sign Telework Agreement.
4. Complete technology and security checklist.

6. Policy Review

This policy and individual telework arrangements are subject to periodic review and may be modified or revoked as organizational needs evolve.

Administrator Signature Date

Supervisor Signature Date

