

## PRINCIPLES FOR TELECOMMUTERS AND THEIR SUPERVISORS

### Telecommuters:

- Have a signed agreement with your supervisor that describes your telecommuting arrangements and conditions. Review and update the agreement as necessary.
- Plan what you will do on your telecommuting day before you leave the office. Review your work plan with your supervisor before and after telecommuting.
- Increase your communication with your supervisor and co-workers. Don't forget the receptionist.
- Find a partner who will support you with office and communication assistance when you telecommute.
- Participate in scheduled meetings, either in-person or by conference call.
- Be flexible. If you have to return to the office on a telecommuting day, do so willingly.
- Establish productive home office rituals and maintain an efficient work schedule.
- Have the right equipment and supplies at your telecommute worksite to perform work.
- Set up an effective work space that facilitates your work and is free from disruptions. Set boundaries for family, friends, and yourself.
- Furnish and maintain your home worksite in a safe manner and in a manner that protects LBCC assets, information and systems.

### Supervisors:

- Have a signed agreement with each telecommuter that describes telecommuting arrangements and conditions. Review and update agreements as necessary.
- Set clear expectations and goals for your Telecommuters, including emphasis on physical safety, and data security methods.
- Manage by objectives and results. Review Telecommuters' work expectations and deliverables.
- Trust your Telecommuters to produce, and yourself to manage them.
- Expect results, but not more than you would expect of employees who aren't telecommuting.
- Provide telecommuting training for both Telecommuters and their co-workers.
- Delegate work equitably among Telecommuters and their colleagues.
- Coach employees in organization and communication skills.
- Be flexible.
- Try telecommuting yourself to learn how it works and whether it improves your productivity.