RIDGEWATER COLLEGE

Telework Supervisor Checklist

	Notes
General Telework Expectations/Requirements	
Review Telework Agreement on workday schedule, hours of work, location of work, expectations, equipment and supplies checked out, etc. with each direct report.	
Telework Agreement must be signed by each direct report, with copy given to the employee, personnel file, and supervisor.	
Review Acceptable Use / Data Privacy Form ☐ System Office Board Procedure ☐ Only employee has access to College-issued technology (do not share with family members). ☐ Remember data privacy protocol (paper, electronic) ☐ Set all devices to lock automatically for periods of non-use.	
No Reimbursement Directive: Ridgewater College will not reimburse employees for costs incurred from working remotely – cell phone, internet, etc.	
Communication expectations: Identify and set and/or document communication plan and protocols for remote interaction with each work team. Goal: Regular and consistent communication between supervisor, work team, and individual employees.	
Technology/Equipment	
Obtain list of college-issued equipment checked out for home use (laptop/tablet, phone, printer, etc.) from each employee via Telework Agreement.	
Review File storage/back up protocols.	
Is internet access available? If not, discuss internet access options for each employee.	
Does employee need assistance connecting equipment?	
Software/Systems/Connectivity	
ISRS	
Marketplace	
ImageNow	
WebAccounting	
EPM11	
DARS	
Hobsons Connect	
H: Drive/N: Drive	
Others not listed above:	
Technology training opportunities discussion ☐ Review Ridgewater College Technology webpage resources https://mnscu.sharepoint.com/sites/RIDGE-Technology ☐ On which technology(s) does the employee need training?	

Home Office/Workspace Environment	
Desk, chair, lighting, floor space, noise level, etc.	
Power outlet(s) with surge protector(s).	
Guidelines for Success	
☐ Make sure you have what you need for a successful home work space: o Lighting, space, chair, access to files, technology, work plan, etc. o Create a clear physical separation between your work space the rest of your home ☐ Create and follow a work day routine: o Start time, work flow, breaks, etc. - include in your calendar/schedule. o Establish a clear set of prioritized lists of activities to accomplish each day. ☐ Minimize distractions – family, home, outside commitments, etc. ☐ Connect with your workgroup regularly – include in your calendar/schedule. ☐ When video conferencing, be aware of your background – both visual and audio. ☐ Establish boundaries when working from home with those living with you so they know when you are working.	

Daily Activity/Time Tracking Format (Example)

DATE	START TIME	END TIME	SUMMARY OF TASK WORKED ON	COVID19 Y/N	TOTAL TIME SPENT
3/17/20	*8:00*	*9:00*	*Zoom meeting with prospective student [name] to discuss attending RC*	*N*	*1.0*
3/17/20	*9:00*	*9:30*	*Phone call with advisor [name] to get questions answered, follow up with my supervisor, entered notes on student prospect*	*N*	*.50*
3/17/20	*9:30*	*12:30*	*DID NOT WORK due to child care needs*	*Y*	*3.0*