

# SAMPLE TELECOMMUTING CHECKLIST

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*Use or customize this checklist to ensure that employees understand Company policies and procedures for remote work.*

- Employee has read and understands Company policies and procedures for telecommuting/flexible work.
- Employee and manager/supervisor have outlined and approved an agreement for telecommuting.
- Telecommuting equipment has been issued to the employee.

Equipment provided:

- Computer
- Monitor
- Keyboard/mouse
- Tablet
- Phone/cell phone
- Desk
- Chair
- Other:
- Other:
- Other:
- Issue date:

- Policies and procedures for maintenance and safety of Company-issued equipment have been explained and are clearly understood.
- Policies and procedures covering classified, secure, and confidential data have been discussed and are clearly understood.
- Requirements for offsite office space and/or area have been discussed and approved.
- Performance expectations have been discussed and are clearly understood.
- Employee has participated in telecommuting/flexible workplace training or has discussed and understands all requirements.

Employee signature and date:

Manager/supervisor signature and date: