

Group Communication and Telework Practices

Communication Practices

- ✓ Put vacation, RDO and telework schedules on your group's calendar
- ✓ For those who have RDOs or telework days, avoid putting burden on coworkers who are in the office
- ✓ Your group may want to determine a few core work days where everyone needs to be in the office.

Teleworker Practices

Prior to teleworking

- ✓ Use the tools on the ETP website (www.kingcounty.gov/ETP), especially the employee and job assessments
- ✓ If you have a lead, recommendation should come from lead to the group supervisor/manager
- ✓ Teleworking is available only to employees who aren't on probation
- ✓ Fill out the teleworker agreement to be kept on file
- ✓ Complete in-person or online training
- ✓ During pilot, participate in pre and post survey
- ✓ Pick your regularly scheduled telework day.
- ✓ Occasional telework, must be pre-cleared by lead or supervisor, telework agreement must be on file and technology pre-tested.
- ✓ Test your technology. Even if you teleworked a month or just weeks ago, you should pre-test your technology a day or two before teleworking.

While teleworking

- ✓ Put your telework flag up at the office
- ✓ Phone is forwarded to cell phone or home phone
- ✓ Update Skype 'what's happening' status to 'working from home'
- ✓ Should be available via Skype as normal. If you are reviewing documents offline, then tell those who may need to get hold of you or update your Skype status.
- ✓ If there's an important meeting on your telework day, then come in to the office.
- ✓ Create a meeting on your personal calendar for your telework day and invite everyone in your group.
 - Include a subject like this example, 'Sunny teleworking 9-3:30'.
 - Make sure the meeting shows as 'Free' and set the reminder to 'None.'
 - Check the all-day event box and make it reoccurring as needed.
- ✓ If an emergency occurs (technology, weather, etc) and you are unable to work on a telework day, contact your lead, your supervisor and take a vacation day or come into the office if possible.