Supervisor - Employee Checklist
Telework Program

Refer to IMCOM Regulation 690-610 for guidance to complete this form, proponent is G1

Supervisors should use this checklist to ensure telework requirements are met and participating employees understand the policies and procedures of the Telework Program. After an item is completed, place a check mark next to the item and annotate date completed.

	COMPLETED	DATE
1. Guidelines, policies and procedures of the telework program have been explained to the employee.	☒	Jan 11, 2021
2. The employee's most recent performance appraisal rating is fully successful-level (level 3) or higher (or equivalent levels).	☒	Jan 11, 2021
3. The provisions governing premium pay have been explained to the employee, including the requirement that supervisory approval is required in advance of working overtime.	☒	Jan 11, 2021
4. Performance expectations have been discussed with the employee. Standards are in place and have been agreed upon.	☒	Jan 11, 2021
5. Policies and procedures covering classified, secure and privacy data have been explained to the employee.	☒	Jan 11, 2021
6. The employee has been given safety guidelines, which identify safety and adequacy issues that the employee needs to consider.	☒	Jan 11, 2021
7. Equipment issued to the employee has been documented.	☒	Jan 11, 2021
8. Policies and procedures for the care and maintenance of government furnished equipment have been explained and are clearly understood.	☒	Jan 11, 2021

Employee's Signature	Date

Supervisor's Signature	Date