

TELECOMMUTING CHECKLIST

DOCUMENTS:

- Has the employee read the “Telecommuting Policy” PER 18-4 (AEP) (October 15, 2001)?
- Has the employee signed the “King County Telecommuting Agreement” (January 2012)?
- Has the employee been given the “Telecommuting Log” (January 2013)?

EXPECTATIONS:

- Work performed during telecommuting days should be planned and organized the day prior to telecommuting
- Outlook Out of Office Assistant must be set to “Do not send Out of Office auto-replies”
- Employee must be available during telecommuting days to schedule and participate in meetings:
 - Via telephone
 - Via other electronic means (*e.g.*, web conferencing)
 - Employee may need to report to the worksite to attend meetings during a normally scheduled telecommuting day
- King County voice mail should not be set with an out of office message
- King County voicemail must be checked at least once in the morning and once in the afternoon during telecommuting days
- Employee must return all telephone messages within one business day
- Employee must be available by telephone and/or by email during telecommuting hours
- Employee must submit completed “Telecommuting Log” to supervisor at the end of the telecommuting day/week upon returning to the King County worksite or electronically
- Hourly employees must not work beyond their normal work schedule while telecommuting, unless authorized in advance by their supervisor
- Employee must schedule and receive approval for personal leave time, including partial day leave time, in the same manner as expected of office-based workers
- Other:
- Other: