# Attachment C Employee/Supervisor Checklist

This checklist is designed to ensure that the employee and supervisor understand the telecommuting policies and procedures.

1. The employee and supervisor have established a work schedule for hours/days at a telecommuting site.
2. The following equipment has been issued to the employee and has been documented by the University:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Equipment** | **Make** | **Model** | **Serial Number** | **Issue Date** |
| Computer |       |       |       |       |
| Scanner |       |       |       |       |
| Fax machine |       |       |       |       |
| Telephone |       |       |       |       |
| Printer |       |       |       |       |
| Other: |       |       |       |       |
| Other: |       |       |       |       |
| Other: |       |       |       |       |

1. Policies and procedures for care of equipment issued by the University have been explained and are clearly understood.
2. Policies and procedures covering confidential information and data security have been discussed and are clearly understood.
3. Requirements for an adequate and safe office space and/or area have been discussed, and the employee certifies those requirements are met.
4. Performance expectations have been defined and are clearly understood.
5. The employee understands that the University may terminate the telecommuting agreement at any time. The employee further understands that management may terminate the telecommuting arrangement immediately if the employee's performance declines or if the arrangement fails to support organizational needs. The employee also understands that all equipment issued to him/her by the University is the property of the University and must be returned immediately upon request.

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| Employee Signature:       | Date:       |
| Supervisor Signature:       | Date:       |