



Capitol Rideshare
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Ideal conditions for a successful Telework agreement

Telework is a management option that allows qualified state employees to work from home, or a state office location closer to home, one or more days a week. Properly trained employees and supervisors are equipped to implement a successful telework agreement, which can increase productivity, improve morale and help recruit and retain high value employees.

Telework is not a universal employee benefit. It is important to note that not all jobs and not all employees are suited for telework. Below are basic qualities that are indicators of a successful telework agreement; please review these carefully to ensure you meet these basic qualifications prior to discussing telework with your supervisor.

Candidate qualifications

Self-motivated, organized and disciplined. Working outside an office environment requires a worker who is self-motivated and disciplined and able to work independently. Successful teleworkers develop regular routines and are able to set and meet deadlines. These are people with well-developed organizational and time management skills. An employee that struggles with time management and organization will not be successful teleworking.

Strong working relationships and communication skills. Even when working from a remote location, teleworkers are interconnected with their coworkers and they should have a good understanding of the organization's culture. Successful teleworkers have strong communication skills and well-established relationships with coworkers and stakeholders. Teleworkers must develop ways to communicate regularly with their supervisor and coworkers on their telework days and must take the initiative to keep up-to-date with coworkers and central office activities.

Track record of success. Current job performance is a strong indicator of an employee's potential success as a teleworker. Employees with more experience on the job likely will have fewer questions and less need to contact the central office. Consider how any problems or developmental needs evident in your last performance evaluation might affect your telework experience. The candidate should have a strong record of meeting deadlines and hitting established performance measures in their current work environment.

Flexibility. Telework changes your daily routine, work environment, work flow and personal interactions. While productivity usually increases at home, new distractions can present challenges to focusing on your work. You must be willing and able to come into the office on a regularly scheduled telework day if your supervisor, co-workers or customers need you there. Teleworker must be sensitive to the effect on coworkers of any additional work required of them because of the telework arrangement and be willing to adjust their workload as necessary to mitigate impact on coworkers.

Job and working environment requirements. Below is a checklist of requirements that are necessary for successful teleworking. These pertain to the employee's job functions and the remote location that would serve as the telework location.

Ideal job functions:

- Low face-to-face communication requirements; at least one day a week, communication can be handled by telephone, voicemail or email.
- Responsibilities include large blocks of time handling information, such as writing, reading, analysis, planning, computer programming, word processing, data entry and telephoning.
- Minimal requirements for special equipment.
- Clearly defined tasks and work products with measurable work activities and objectives.



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Appropriate home work environment:

- A safe, comfortable work space where it is easy to concentrate on work.
- The required level of security.
- The necessary office equipment.
- A telephone, with a separate home office line, if required, and an answering machine or voice mail.
- Household members who will understand you're working and will not disturb you.