

Telecommuting

Telecommuting, also known as working from home or working remotely, is a work arrangement where the employee works outside of the office. The following will provide guidance and resources for those whose job duties allow telecommuting.

Telecommuting as the Employee

- Continue your routine: Like waking up at your normal time and getting dressed for work.
- Pick a spot: Create a dedicated “office” space to work.
- Think about lighting: If you are a person who thrives off of natural light, place your work area next to a window. But find a new spot while video chatting because backlighting will make it hard for people to see you.
- Use a surge protector: It will keep your electronics safe from sudden spikes in your home’s electric system.
- Schedule breaks throughout your day.
- Communicate often with your supervisor and stay focused on your goals. A helpful article is located here, <https://www.nytimes.com/2020/03/12/smarter-living/how-to-work-from-home-if-youve-never-done-it-before.html>.
- Eat like you would at the office: Sugar highs and endless snacking will lead to big lows. What you eat will impact your mood and energy levels.

Telecommuting as the Supervisor

As a supervisor with employees who telecommute, here are some tips to keep in mind:

- Set clear expectations
- Manage telecommuting employees the same as other employees
- Engage regularly
- Schedule video-based coaching
- Create a communication strategy

A helpful article with further details is located here,

<https://www.forbes.com/sites/forbescoachescouncil/2018/05/30/top-15-tips-to-effectively-manage-remote-employees/#13917dd8503c>

Video/Audio Conferencing

As a way to connect, employees and supervisors can use Zoom. This is a free video/audio conferencing service. One person will create a meeting and invite others to join. The host can provide screen sharing and be collaborative with other employees so it has the feel of everyone meeting as you would in person.

Frequently asked questions and helpful resources regarding Zoom can be found here,

<https://support.zoom.us/hc/en-us/categories/201146643>

Other helpful resources regarding Telecommuting can be found here:

<https://hr.okstate.edu/sites/default/files/docfiles/Temporary%20Telecommuting%20Procedure.pdf>