

## Telework Toolkit Contents

### Employee Page

**For Employees Interested in Telework**  
*Are you right for telework – Is telework right for you?*

- Benefits of telework
- Things you need to know
- Telework Q & A for employees
- Take the telework self-assessment test

**For Teleworkers**

*A Teleworkers Manual*

- Keys to being a successful teleworker
- Setting up a home office
- Home office checklist

### Organization Page

**Exploring the Telework Option**

- Background & terminology
- Benefits of telework for an organization
- Management concerns & considerations
- Telework Q & A
- Costs, savings, & ROI

**Setting up a Telework Program**

- Put together a telework team
- Determine program goals
- Define employee and work suitability
- Settle workplace & legal issues
- Assemble your policies & forms
- Make IT & equipment decisions
- Develop training
- Determine costs
- Publicize the program

**Running a Telework Program**

- Find a balanced approach to management
- Build communications channels
- Utilize the coordinator function
- A manual for telework managers
- Evaluating telework managers

### Technology Page

**IT Best Practices**

**Data Access Decision Tree**

**Technologies & Tools**

- Security
- Security technology
- Security policies
- Security training

**Equipment & Data Storage**

- Equipment policy
- Equipment options
- Secure data storage devices

**Collaboration & Communication Tools**

- Equipment policy

**Infrastructure Considerations**

- Network bandwidth & infrastructure
- Teleworker connectivity

**IT & Corporate Policies**

- Electronic communications policy
- Records retention policy
- Records management & compliance
- Disaster recovery & COOP policy

**IT Support**

### Resources Page

**Policies**

- Telework policy
- Equipment policy
- Security policy

**Forms**

- Employee application & authorization
- Employee self-assessment
- Employee agreement
- Home office checklist

**Guides**

- Home office safety
- Telework benefits handout
- Local conference facilities