SUPERVISOR TELEWORK CONSIDERATIONS

Minnesota State University Moorhead uses telework when appropriate. However, telework is not appropriate for all positions or all employees. The business needs of the work unit are the primary considerations for authorizing telework. Managers and supervisors must consider the pros and cons of telework before making a final decision. The following questions may be helpful to guide your discussions or decisions about telework.

Work Unit

Can the duties and tasks of the work unit be completed at another location in the same fashion as at the office? ☐Yes ☐No

What percentage of tasks could be done at another location?

Could tasks reasonably be updated so they could be done at another location while meeting the needs of the agency and without changing the duties of the position? ☐Yes ☐No

If an employee teleworks, would there be an increase in work for other employees? ☐Yes ☐No

Can staff meetings be attended remotely? ☐Yes ☐No
      If yes, what additional conference tools or equipment are required?

      Could the unit reasonably procure them?
      Do all team members know how to use conference technologies?
      Can they learn them?
      Can teleworkers come into the agency on days when staff meetings are held?

Does the unit access specialized data? ☐Yes ☐No
      What technology systems/software are required to complete the work of the unit?

Employee

Do you have any concerns about the employee's work performance? ☐Yes ☐No

Is the employee currently in probationary status? ☐Yes ☐No

Would allowing the employee to telework negatively impact customer/client services? ☐Yes ☐No
      If yes, describe what the impact would be.

Do the employee and co-workers rely heavily on each other to perform collaborative work? ☐Yes ☐No

      If yes, what are the barriers to remote communication?

      Would critical work not get completed?

      What plans can be put in place to ensure that collaboration continues, and that work gets completed?

Does the employee work independently and manage their own priorities? ☐Yes ☐No

Is the employee knowledgeable about the agency's policies and procedures that impact teleworking? ☐Yes ☐No

Does the employee clearly understand the expectations of their job? ☐Yes ☐No

Does the employee need additional training to better understand the expectations of their job? ☐Yes ☐No

Does the employee have the communication skills required to perform their work in telework status? ☐Yes ☐No

Internal Control

Are internal control activities relevant to the job documented and easy to assess for impact? ☐Yes ☐No

      If no, can you reasonably review the job responsibilities and identify internal control activities to assess the impact telework might have?

Can all key internal control activities be accomplished under a telework framework? ☐Yes ☐No

Does the employee work with not public (private, confidential, or privileged) data? ☐Yes ☐No

      If yes, is there a documented plan to protect and restrict data access in compliance with policy and law? ☐Yes ☐No

      If not, before approving telework, MNIT must be consulted to determine whether a plan can reasonably be developed to enable telework.

Does the employee have a plan for record management and retention to ensure proper documentation of work activities? ☐Yes ☐No