

George Mason University

Telework Scorecard

A good telework arrangement starts with a good self-assessment. Employees should consider the following factors in making an honest determination about telework options. To initiate the telework process for the first time, it is recommended that you complete the following profile and discuss it with your supervisor.

- Is telework an option in my unit?
- Are there funds available for any technology needs?
- Sufficient portable work for the amount of telework being proposed
- Ability to work independently, without close supervision
- Comfortable with the technologies, if any, that will be needed to telework
- Good communication with manager, co-workers, and customers that will enable a relatively seamless transition from onsite to offsite
- Telework office space that is conducive to getting the work done
- Dependent care (i.e., child care, elder care, or care of any other dependent adults) arrangements are in place
- Ability to be flexible about the telework arrangement to respond to the needs of the manager, the workgroup, and the work

HUMAN RESOURCES & PAYROLL – FLEXIBLE WORK COMPATIBILITY

Individual¹Assessment:

Please rate how strongly you agree or disagree with the following statements. You and your manager should be in general agreement in terms of where you score in each category:

	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
I am self-motivated and comfortable working independently with minimal supervision					
I have strong organizational and time management skills and meet established deadlines					
I have a complete understanding of my job position and performance expectations					
I am familiar with university policies and procedures, including those governing flexible work					
I am adaptable to changing routines and environments					

¹ Adapted from Telework Arizona <http://www.teleworkarizona.com>

I am an effective communicator and team player both inside and potentially outside the office					
I have a satisfactory (or better) performance rating					
I am able to perform my work offsite without sacrificing the level of service provided to my customers.					

TOTAL POINTS OVERALL: _____

Position Assessment:

Please rate how strongly you agree or disagree with the following statements:

	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
I have limited face-to-face contact with customers					
My position includes clearly defined tasks and work products with measurable work activities and objectives					
My position involves many writing, reading, word processing, data analysis or data input tasks					
I regularly work on tasks that require minimal or no direct supervision					
Most of my work is portable with tasks that do not require physical location at the university					
My job tasks can be done from an alternate location while maintaining data security standards (using a VPN) <i>Note: Please review data security policies including Policy 1313: Remote Access and Policy 1114: Data Stewardship</i>					
I can collaborate with colleagues and my supervisor using phone, e-mail, instant messaging, etc.					
My work involves clearly defined tasks with measurable outcomes.					

TOTAL POINTS OVERALL : _____

Telework Location Considerations:

Please rate the suitability of your location for telework. Mason can conduct a site visit to the alternate workspace to determine that it is safe and free from hazards. Any inspection will occur within normal work hours and with 24 hours notice to the employee.

Safety Feature Verified at Alternate Work Location Listed Above:	Yes	No
1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work	<input type="checkbox"/>	<input type="checkbox"/>

location.		
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Electrical system allows for grounding of electrical equipment (three prong receptacles).	<input type="checkbox"/>	<input type="checkbox"/>
4. Alternate work location is free of any obstructions that could restrict visibility and movement (including doorways).	<input type="checkbox"/>	<input type="checkbox"/>
5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.	<input type="checkbox"/>	<input type="checkbox"/>
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.	<input type="checkbox"/>	<input type="checkbox"/>
7. If materials containing asbestos are present, they are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>
8. Work location space is free of excessive amounts of combustibles, floors are in good repair, and carpets are well secured.	<input type="checkbox"/>	<input type="checkbox"/>

Next Steps

1. Discuss the scorecard results with your supervisor and determine next steps, if any.
2. If moving forward with a formal telework agreement, explore technology needs and evaluate communications resources already available (link to the Technology Needs Assessment and the Personal Communications Resource Inventory document).
3. Evaluate budget and estimate costs using the costs document (link and reference cost document)
4. Discuss technology options with the telecom coordinator and refine cost estimates
5. Define the telework agreement, obtain signatures and implement the telework plan.

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