

REMOTE WORKING

Tips and Reminders for Employees Working Remotely

VIDEO

How to Actually Work...
When You're Working
from Home



About...

The opportunity to work remotely during this time is essential for our continuing business. Though not all positions are suitable for remote work, those that are, are encouraged to do so.

There are many resources available online about working remotely; the below information is more specific to your work as an Employment Department Employee.

Work Schedule

Keep to your normal working hours schedule or altered schedule as determined by your manager.

Take scheduled breaks and your lunch hour just as you would when at the office.

Communicate with your manager and team times you're not available either on your calendar or with a work scheduling method set up by your manager.



Enter time worked daily and continue to use Workday for requesting leave.



Work with your manager if you are not able to VPN to access the Time System while working remotely.

Expectations

Work with your manager to set realistic expectations: what you will be working on, how you will be reporting your progress, how you will be communicating with other team members, and any stakeholders or project team members.

Hold regular frequent check-ins with teammates and your manager as applicable – these should be focused on clarifying work being done and by whom, communicating important announcements, and just keeping in touch with each other – make time for “how are we all doing?”.

Keep track of other tasks completed; the time it takes to perform small tasks can add up. You will want to track these so you know where the time goes.



CONFIDENTIALITY

Confidentiality remains a priority. While working remotely, keep in mind our protocols and practices around information security

Virtual Meetings

Skype for Business is a great tool we use for virtual meetings. All OED employees should already have it loaded on their work computer and there are multiple training sessions and online resources to help you learn how to use it. See the telework/telecommute section of the Current Employee Resources.

REMINDERS FOR VIRTUAL MEETINGS

- ◆ Just as you would at the office, be on time and prepared for meetings;
- ◆ refrain from using video, unless necessary, to help with internet bandwidth;
- ◆ when you are using video, be mindful of the background and use good lighting;
- ◆ on group calls, mute yourself, unless it's your time to speak;
- ◆ stay focused on the call by not having other work or distractions open on your computer.



DON'T FORGET ABOUT SAFETY AND ERGONOMICS:

[6 tips for home office safety](#)

[Ergonomics in the workplace](#)