**Teleworking Expectations**

***Instructions:*** *Shifting a position to telework may require a change in tasks and priorities. The better you can identify and communicate expectations, the more likely your employees will be successful working remotely. This sheet is to help think through and communicate changes in tasks and responsibilities along with expectations.*

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| **Job Responsibilities** | **What specific tasks do you want this position to be doing while working remotely? What responsibilities, if any, will be different while teleworking?** |
| **Department Expectations** | **What is important for this position to participate in while working remotely?** Examples:* *Maintain scheduled 1:1 meetings with supervisor.*
* *Maintain weekly all team meeting.*
* *Keep calendars updated with meetings and time out of office.*
* *Notify supervisor of any changes in schedule with time off or sick as needed.*
* *Keep communication open with team members and check in on regular basis.*
* *Meet whenever possible by Microsoft Teams (or other virtual means)*
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| **University Expectations** | **What is important for this position to know in support of the University while working remotely?**Examples:* *Maintain confidentiality in all work.*
* *Properly report any issues regarding compliance concerns, Title IX, or student concerns.*
* *Keep designated work space that allows focused time.*
* *Notify manager of any Baylor equipment used at home, take care of, and return as requested.*
* *Live out Baylor mission in all work and communications.*
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