



Telework Tools

Telework Policy: This document states the terms of teleworking at the company/business. Policy templates are available from 511 and can be customized to meet the needs of different employers.

Telework Agreement: This agreement governs the arrangement between the supervisor and the employee, and also lists the conditions and frequency of telework. Agreement templates are available from 511 and can also be customized for different employers.

Safety Checklist: This is a list of items to insure the safety and comfort of a home office. A template of this document is available from 511.

Selection Assessments for Employees and Supervisors: These are questionnaires to assist in assessing the capability of specific employees to telework, and in determining which managers are capable of supervising them. Selection Surveys are available from 511.

Implementation Steps: This is the list of steps that constitutes the telework program implementation process, including descriptions and a timeline. Implementation steps are available from 511.

Contact Marin's 511 Employer Services Representative Christy Garland at garland@rideshare.511.org or (510) 273-3628 to obtain templates and assistance on planning, implementing, and evaluating a telework program.



For more information,
email Christy Garland at
The Marin Telework Initiative:
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