



The County of San Luis Obispo offers telework to allow for flexibility in employee work locations, while providing high quality County services to our community. Not all jobs are suitable for telework. This information is provided to help you explore if you are eligible for telework.

Culture

- Is telework right for you and are YOU right for telework?
- Comply with all current workplace policies and any new expectations from being a teleworker
- Adhere to work standards, County and department policies, procedures, work rules, laws, safety protocols and regulations.
- Management retains the right to determine eligibility for telework, so talk to your supervisor
- Sign and adhere to Telework Agreement Eform

Communication

- Schedule weekly 1:1's with your Supervisor or Manager
- Your days "in the office" may vary, YOU are responsible for letting your team know your whereabouts
- Use Teams chats and channels to communicate with co-workers
- Turn on your video to help you connect and interact with your team
- Forward your office phone to your cell or home phone and set up your email to be notified when you receive a voicemail
- Be prepared to share documents using Teams or One Drive

Productivity

- Establish a time management system to stay on track
- Get ready for the day just as if you were in the office
- Secure a comfortable, safe, and quiet workspace at your telework location
- Ensure your telework location does not have negative impacts on County operations, including confidentiality
- Take scheduled rest and lunch breaks