



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. Telework is an agreement between you and your staff that requires you to lead your team by applying different methods of communication, measuring performance, and ensuring productivity of your team. This information is provided to help you examine you and your team's readiness for telework.

Culture

- Read and be familiar with the County Policy and Employee Guide to Telework
- Management retains the right to determine eligibility for telework; you have discretion, but it must be applied with thoughtful intent
- Is telework right for your team and are you ready to lead and support them?
- Maintain compliance with current workplace policies and be prepared to communicate any new policies, procedures, protocols, and expectations
- How will telework change your role, your department's needs and the needs of the team you lead?
- Become well versed in the Telework Toolkit and NEOGOV classes and articles on Strategies for Leading Remotely
- Communicate the higher level of accountability staff must demonstrate in a telework setting

Communication

- Have all team members check-in each morning to confirm their work location
- Your days "in the office" may vary, YOU are responsible for letting your team know your whereabouts, and you need them to tell you
- Create multiple options for communication; Teams chats/channels to communicate with your team
- Set expectation that staff will use video and voice when communicating with you and their team members
- How will you adjust to the loss of direct face-to-face time with your team?

Productivity

- Productivity is not accurately measured by their mere presence, you must set clear ways for staff to report their actual productivity
- Be available to lead your team every day, just as if you were in the office
- Schedule weekly 1:1's with your direct reports, and regularly with the entire team
- Measure accomplishments and put less focus on where the work is performed

