Department/ Division	
Date	Plan Implemented: Revision # Approved:
Telework Enabled Process	Identify current processes and duties that lend themselves to telework.
Operational Concerns	Identify current operational processes and duties that cannot be utilized while telecommuting. Consider if any of these processes or duties can be transitioned to allow for telework through coordination with ISD or your internal information technology support team. • Paper Forms • Calls • Meetings • Employee Equipment • PII Considerations
Security Concerns	Identify any security issues that prevent duties from being accomplished via telework.
Job Classifications	Identify potential job classifications whose duties may lend themselves to a telework schedule. Inclusion on this list is not sufficient justification for approval of a telework agreement.

	Identify potential job classifications whose duties do not lend themselves to a telework schedule.
Equipment and Supplies	Evaluate equipment and supply needs to transition employees to telework, such as: • Department-issued laptop or employee-provided computer • VPN/Remote Access • Able to receive calls • Software necessary to complete job functions
Telework Criteria	Identify any specific department criteria for your telework program.