

# Quick Guide : Managing Teleworkers

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## Managing or Supervising Teleworkers

Remember that telework assignments do not change the conditions of employment or required compliance with policies. Wherever they are located, employees who telework still receive the same compensation and benefits; still work the same designated number of hours; and still have to comply with state policies. Requirements and approvals to work overtime, make schedule adjustments, and use leave are the same as for non-telework employees

Before an employee can start teleworking, you and the employee must complete a telework agreement. This work agreement is a written document between the you and employee that details the terms a Q G F R Q G L W L R Q V R w o r k w a y f r o m S o u r c e H o m e W o r k p l a c e .

Work agreements are requi 0 T 6 ] T - r k J E T B T 1 0 0 1 286.37.174.06 Tm [ ( ) ] T J E T B T 1 0 0 1 100240.1