

Checklist for Setting Up Employees to Work Remotely

This checklist is designed to assist you with identifying the equipment, materials, and set up required to enable an employee to work remotely for some or all of their scheduled hours.

Telework Agreement

The employee will need to sign a telework agreement before beginning to work remotely.

Equipment

Identify equipment that will be needed by the employee to enable them to work remotely. Package the equipment and contact Printing & Distribution (P&D) to arrange for delivery.

Equipment needed may include:

- Laptop with cords
- Cell phone

Arrange a time for the employee to pick up their package of equipment from P & D. Instruct the employee to log in to the network, while at P & D. The City's network must be logged into before the employee takes the laptop home or they will not be able to log in later.

RSA setup

Contact the Bureau of Technology Services to request a token-less VPN (which can only be used with a City computer).

Supplies

Package any supplies from the bureau that the employee will need when working remotely.

Employee Packet

Create an onboarding e-book for the employee that may include some or all of the following materials:

- City overview
- Bureau Strategic Plan
- Bureau Org Chart

- Technology set-up instructions
- New hire documents (HRAR acknowledgement form, etc.)
- List of City resources (Links to webpages such as Benefits, Bureau Homepage, etc)
- Bureau-specific documents/information
- Instructions for using Teams, Skype, and/or Zoom to attend meetings remotely
- Overview of required training (City & Bureau-specific)