

MAHEC Leadership:

Be prepared to support telecommuting, *if possible*, during COVID-19.

Please review the following tips and guidelines.

TELECOMMUTING TIPS + GUIDELINES

- Telecommuting is allowed for non-essential staff if approved by direct Supervisor
 - Ensure [Telecommuting Employee Work Agreement](#) has been signed/executed
- Evaluate which roles can be performed remotely, to what extent, and how performance will be tracked
 - Be as creative as possible; consider how your team can optimize remote capabilities
 - Honor equity – not all roles can work remotely
- Ensure team members have proper technology and resources to work remotely
- Consider prioritizing work that can be done remotely: project planning, research, strategic planning
- Set clear guidelines & expectations up front
 - Start with trust and clear expectations until performance indicates otherwise
 - Set clear deliverables & milestones
 - Let remote workers know of your availability and set expectations for their availability
 - Communicate transparently regarding work schedules (e.g., online for specific times during the workday)
 - Discuss your preferred mode of communication (e.g., phone, text, email)
 - Ensure participation in remote meetings/check-ins
 - Set expectations for appropriate email/work response times
 - Ensure a positive remote environment virtually (example: limiting background noise)
- When processing time tracking in Workday, select 'Telecommute' for the 'Time Entry Code'
- Our current ***Telecommuting and Work from Home Policy*** does not support telecommuting for pandemic or childcare needs. **Given the unprecedented nature of COVID-10 and the closing of North Carolina public schools through March 30, 2020, telecommuting will be supported for those positions able to do so.**

TALENT SUPPORT

We are here to support you!

Please reach out to these Talent Team members with any questions or support needed during this time:

- Anne McClintic, Talent Director: anne.mcclintic@mahec.net
- Catherine Morris, Business Partner: catherine.morris@mahec.net
- Cherie Jackson, Business Partner: cherie.jackson@mahec.net