

San Juan College, Human Resources  
Supervisor's Remote Work Checklist

1. Identify if the position is conducive for remote work. Yes \_\_\_\_\_ / No\* \_\_\_\_\_

Ex. Administrative Assistant/HR Generalist – yes, because (with proper equipment) they may still perform most of the essential duties of their position.

Ex. Custodian – No, because they need to be physically present to perform the essential duties of their position, such as cleaning, mopping and stocking supplies.

*\*Are there other ways you can accommodate the employee if they cannot perform remote work such as allowing them to work days as opposed to nights?*

2. Identify and assign the employee equipment to work remotely:

A. Laptop/tablet \_\_\_\_\_

B. Phone \_\_\_\_\_

C. Internet Access\* \_\_\_\_\_

D. Software \_\_\_\_\_

E. VPN access \_\_\_\_\_

F. Mitel App downloaded to cellphone \_\_\_\_\_

G. Forward calls (from work to cell and/or laptop) \_\_\_\_\_

*\*You will need to arrange with ITC for hot spot technology for employees who do not have reliable internet.*

3. Communicate the remote work guidelines to employee. \_\_\_\_\_

4. All equipment\* has been assigned to the employee. \_\_\_\_\_

*\*The employee should test the equipment if time permits.*

5. Identify timekeeping (timesheet and/or log in) procedures. \_\_\_\_\_

6. Employee has been provided an SJC Department contact list. \_\_\_\_\_

7. Is the employee aware of internet security concerns? Discuss the following with them:

A. Employees should safeguard sensitive information at all times when working remotely, especially with sensitive data/files.

B. Employees should use employer issued equipment such as laptops and tablets when transmitting sensitive data/files.

C. The employee should not transmit sensitive data over unsecured networks.

8. Is there anything else that you anticipate the employee will need to do their job effectively?