



Employee/Supervisor Discussion Checklist



Purpose:

Do you think you are ready to Work From Anywhere? The checklist below will help make sure you are successful.

Employees and Supervisors should review this checklist together to make sure that all important information has been addressed. Have you discussed:

Work expectations and requirements?

For example, do you have a common understanding of what is expected such as regular communication, level of work performance, completion of work products, and when it might be necessary for the employee to come into the office?

The employee's work schedule?

Will the employee maintain the same hours (e.g., 7:30 – 4:00) during Work From Anywhere as he/she does in the office?

What tools the employee will need to work from an alternate location?

There may be additional tools the employee needs to be successful such as, a laptop, a soft phone, an extra power cord, a flash drive, etc.

How transparency will be maintained?

Maintaining transparency is vital to the employee's success in Work From Anywhere. Emails, phone calls, and an instant message tool can help maintain transparency.

How Work From Anywhere time is recorded correctly in WebTADS?

Time worked from an alternate location must be recorded differently in WebTADS. Visit (<https://hr.nasa.gov>) for step-by-step instructions.

The importance of a safe work environment?

Safety is important in all work environments, regardless of where that environment is located. Ensure that any necessary safety precautions have taken place prior to beginning the Work From Anywhere arrangement.

Proper handling of NASA data and equipment?

All employees have a responsibility to safeguard government data and equipment. How to do so is covered in the annual IT Security Training. These requirements are still in effect regardless of the work location.

Visit the HR Portal for more information about Work From Anywhere <https://hr.nasa.gov>.