

Telework Training

There are several free training courses that can help with telework:

Employees

*Managing Telecommuting Successfully:
A Guide for Employees*
<http://telework.od.nih.gov>

*Telework 101 for Employees:
Making Telework Work for You*
<http://www.telework.gov>

Managers

*Managing Telecommuting Successfully:
A Guide for Managers*
<http://telework.od.nih.gov>

*Telework 101 for Managers:
Making Telework Work for You*
<http://www.telework.gov>

Technology

Remote Access to NIH Computing
<http://training.cit.nih.gov>

Home Network Basics
<http://training.cit.nih.gov>

**For more information on the
NIH Telework Program:**

Website: <http://telework.od.nih.gov>

Email: nihtelework@od.nih.gov



Other Helpful NIH Links

NIH Telework Policy

<http://www1.od.nih.gov/oma/manualchapters/person/2300-600-1>

Emergency Preparedness

<http://ser.ors.od.nih.gov/preparedness.htm#pamphlets>

Ergonomics at Work

<http://dohs.ors.od.nih.gov>

Office of Human Resources

<http://hr.od.nih.gov>

Employee Benefits

<http://hr.od.nih.gov/Benefits>

HR Community for New Employees

<http://hr.od.nih.gov/newemployee.htm>

Job Opportunities at NIH

<http://www.jobs.nih.gov>

Resource & Referral Service for Child & Elder Care and Financial & Legal Issues

<http://osmp.od.nih.gov/Divisions/Workforce/WorkLifeCenter/Resources>

Lactation Program wflc.od.nih.gov/wlp

Alternative Work Schedules

<http://hr.od.nih.gov/LeaveWSHoliday/AWS-Fact-Sheet.pdf>

Employee Information—searchable website

<http://employees.nih.gov>

NIH Training Center

<http://learningsource.od.nih.gov>

Department of Health & Human Services
National Institutes of Health

National Institutes of Health

TELEWORK PROGRAM



**A PROGRAM OF THE
NIH HUMAN CAPITAL GROUP**

About Telework

Telework is a flexible workplace benefit where eligible employees work at an alternate worksite for an agreed-upon portion of the work week.

The alternate worksite could be:

- A dedicated area within a home,
- A workstation at a GSA-sponsored Telework Center, or
- A NIH field site closer to home.

Benefits of Telework

Reducing commutes is a practical solution to both environmental issues and work/life challenges. Telework is a progressive alternative that positively responds to these issues.

Telework makes sense for both employees and managers. It:

- Improves morale
- Improves recruitment and retention
- Decreases commuting time, stress & costs
- Optimizes the use of technology
- Decreases traffic congestion and improves the environment
- Accommodates people with disabilities
- Reduces absenteeism by increasing the flexibilities available for balancing work/life
- Increases personal awareness of performance and productivity expectations
- Allows NIH mission-related work to continue during emergencies



Eligibility to Participate

NIH employees in a wide variety of occupations are successfully teleworking one or more days a week.

Task Characteristics:

- "Work requiring thinking and writing, such as data analysis, document reviews, contract preparation, and project management."
- Telephone or email-intensive tasks, such as setting up a conference, obtaining information, and contacting customers
- Computer-oriented tasks, such as programming, graphic design, data entry, and word processing

Employee Characteristics:

- Good candidates for telework should be able to work well independently without regular supervision, meet deadlines, maintain good performance evaluations, and communicate well with their supervisor and co-workers.

Applying for Telework is Easy!

Step 1: Talk with your supervisor about the office telework policy.

Step 2: Contact your IC Telework Coordinator about any IC-specific requirements. A list of Coordinators is available at: <http://ww1.od.nih.gov/oma/manualchapters/person/2300-600-1/main.html#append6>

Step 3: Fill out the application forms, at <http://telework.od.nih.gov>, and submit them to your supervisor.

Step 4: Complete the mandatory Security Awareness training at: <http://irtsectraining.nih.gov>.

Frequently Asked Questions

How do I know if an employee is really working at home? Managers discover they're better able to monitor work by shifting the focus from how much work it looks like an employee is doing to how much they're actually accomplishing.

Will telework jeopardize my chances for advancement? Career advancement is based on performance, so the ability to successfully telework can be a real plus, not a negative.

Will the teleworker be available when I need them? Experience shows that structuring responsibilities to maintain work group integrity, communications, and contingency-planning can easily be done through the telework agreement.

If I let one person telework, do I have to let everyone in the office do it? Not everyone wants or needs the same flexibility. Teleworkers must be self-motivated, results-oriented, and work well independently, regardless of where the worksite is.

Is my type of job compatible with teleworking? Entire functional areas are rarely incompatible with telework. Jobs are a collection of tasks, not all of which have to be done at the official worksite. Reorganizing tasks can make telework an option.

Can I discontinue my telework agreement once I start? A telework agreement can be terminated at any time (by you or your supervisor), and you can also request changes to the original agreement.

TELEWORK