

# TELEWORKING: MAKING IT WORK

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# Where I'm coming from

- Extramural, health scientist administrators, program
- On main campus (BRAC traffic, easy Metro access)
- 11 full-time people plus two people shared with other divisions, 12/13 telework
- Frequency ranges from occasionally to once a week (or more, in bad weather)
- Majority are also on AWS
- I am a supervisor, a teleworker, and on AWS
- I am familiar with telework at other divisions/centers/offices at NIGMS

# Implementing or expanding telework? Think about what's best for your group.

- Ad hoc, regular with fixed day teleworking, and/or regular with “floating” day to telework? Depends on people's schedules, whether somebody has to be in the office every day, whether people are interchangeable, etc.
- New hires—when to telework? Variable.
- Should anybody else not telework?

# Telework etiquette

- Let people know or remind them, the day before (for us, email, to the division and our support staff)
- Put sign on door (e.g., “teleworking Tuesday”)
- Set up voicemail-to-email system
- If teleworking in bad weather, check in with supervisor and colleagues

# What could NIH do to make telework better?

- Enable teleworkers to participate in meetings, wherever those meetings are held. At minimum, phone and good speaker(s) and easy procedures for dialing in.
- Replace substandard equipment. Teleworkers need to hear the people in the room, and need to be heard by the people in the room.