The following checklist is intended to help telework candidates and their immediate supervisors to follow procedures in the CDC Telework Policy for Civilian Employees to determine telework arrangements before signing a Telework Agreement.

☐ 1. Employee Eligibility Criteria
   - Civilian federal employees who have served at least 90 days in their current position
   - Job duties conducive to a telework arrangement
   - Able to work without direct supervisory oversight
   - Job performance rating of “Achieved Expected Results” or better
   - Must work a minimum of two days per pay period at the official worksite
   - Participants must provide high speed (greater than 200 kbps) internet connectivity, if needed

☐ 2. Complete Required Annual Training
   - Employee and Manager: Successfully complete online CDC Telework Training
   - TMS will acknowledge training completion date

☐ 3. Complete Necessary Forms
   - Employee: Telework Request Form
   - Telework for more than two weeks requires completion of the Telework Employee Agreement and Home Safety Checklist

☐ 4. Job Responsibilities Conducive to Telework Arrangement
   - No major adverse impact on other employees
   - No office coverage problems
   - Does not require on-site activity that cannot be performed remotely
   - Does not require access to hard copy shared files, or materials
   - Manager: Complete the Telework Determination for Civil Service Positions Form

☐ 5. Meet and Discuss Telework Expectations
   - Employee and Manager: Topics may include, but not limited to, tasks, deliverables, and necessary telework equipment
   - Expectations should include guidelines for communication, work plans, and any requirements for reporting to the official worksite for face-to-face meetings
   - Meeting outcome should be documented in the Telework Request Form and the Telework Employee Agreement.

☐ 6. Participation in COOP event
   - Employee: Must agree to participate in the event of the activation of CDC’s Continuity of Operations Plan (COOP), as required

☐ 7. After Signing the Telework Agreement
   - Managers have the option of implementing the telework arrangement for a trial period prior to a long term arrangement. In this case, managers and employees should review the arrangement after initial implementation to make adjustments that help to ensure effective telework.