

Determining Eligibility

If an employee can close their door for eight hours and do their job effectively, without face-to-face contact, then that job should be considered for telework. Additionally, if an employee can save enough tasks for an 8-hour interval that don't require in-person contact, then they too could be considered for telework.



Ask yourself the following questions to determine any position and employee's candidacy:

- Can the work or part of the work be sent home with ease, speed and confidentiality?
- How much face time is required with others to perform job duties?
- How much is the job subject to impromptu meetings, requiring face time?
- Can the materials only be accessed at work?
- Classified documents should be kept in the office. Can work still be performed with this restriction?
- What remote access capability does the teleworker have?

*Used with input from the Florida state telework program and ITAC