

Telework as a Pandemic Strategy

During an influenza outbreak, there are numerous reasons why some State employees might need to stay home. Besides being sick, a family member could have the flu requiring their care; maybe their child's school has closed; or they are stranded without transportation options. As long as they are not the flu sufferer, employees could find themselves in the fortunate position of being able to perform their necessary job tasks from home if they are a trained teleworker and have remote access to their office's computer files.

The State of Arizona has thousands of employees who are trained teleworkers with signed Telework Agreements. But not all teleworkers have the necessary remote access accounts that would enable them to open their work computer's electronic files from home. Teleworkers without remote access accounts may want to talk with their agency's IT department about acquiring the needed access and then practice using the new tools so they are prepared for unexpected incidences.

Within state government, the opportunity to telework is a management option; not a universal employee benefit. Supervisors select those employees who they believe are the right kind of worker, have the right kind of job, and have the right home environment to be successful.

Comprehensive information about the State of Arizona Telework program can be found online at www.teleworkarizona.com. A supervisor can walk their potential telework candidate through the process of becoming an official teleworker by going to the [Telework Training](#) page. From this page, a copy of the Telework Training Workbook can be printed and the companion Telework Training Video can be viewed. This package will help each supervisor and their telework candidate work out a written telework agreement that must be completed and signed before telework may begin. Supervisors should also check with their Agency's Telework Coordinator to see if there are agency-specific telework policies that apply.