Remote Work Resources
March 26, 2020

A number of offices are utilizing a work-from-home model for the first time in order to slow the spread of COVID-19 and protect employees. To support TAGD members during this time, TAGD has gathered resources related to working from home, also known as remote work or teleworking.

In this guide, you'll find resources to help you develop your own remote work policy, tips for managing and inspiring your team when you can't be together, and some general tips for working from home.

Developing a Remote Work Policy

GCDs may consider adopting a policy or having parties make an agreement regarding remote work. Here are some articles or guides to help you develop your own policy:

- [Quick Steps to Prepare a Remote Work Policy for Your Local Government](#) offers advice and considerations for local governments looking to develop a remote work policy, plus a simple two-page teleworking agreement.

- Engaging Local Government Leaders has a variety of resources on how local governments are reacting to COVID-19, one of which is [Creating Work at Home Policies (On the Fly)](#). See the right sidebar of the page to see the other COVID-related articles written by local government professionals.

And a few sample policies that you could use as a template for your own:

- [University of North Georgia](#) has a blanket teleworking policy, but each arrangement is governed by an employee-specific [teleworking agreement](#).

- Flexjobs offers a [compilation](#) of sample telework policies and highlights the best of each policy.

- [Columbia, Missouri](#) issued a brief memo that amends the city's currently adopted rules, and it has different guidelines for FLSA exempt employees.

Managing a Team Remotely

Many of us are social creatures. When employees are not all in the same place, managing workloads and keeping morale up can be a challenge. Below are some potentially helpful resources for managers:

- LinkedIn Learning offers a full course on [Remote Work: Setting Yourself and Your Teams Up for Success](#). This includes many modules, including tutorials for various videoconferencing tools.

- [The Ultimate Guide to Remote Work](#) was put together by Zapier, a fully-remote company of over 300 employees.

To track progress on tasks, consider building a shared spreadsheet or look into project management software such as [Asana](#) or [Monday](#). Work time can be logged at the end of the work day or work week by your usual methods, or by using a live timesheet software like [Toggl](#) or another time-clocking app or website.

Tips for Working from Home

From time management to laptop ergonomics, there are many things to consider in optimizing your remote working experience. Help yourself and your employees by offering some tips:

- California Water Efficiency Partnership has an excellent [resource page](#) to help partners adapt to new working conditions. They are hosting great webinars each Thursday about working remotely that are worth your time.

- Listicle website Buzzfeed offers [17 Important Tips for Anyone Who's Working from Home During the Coronavirus Outbreak](#), which provides some comic relief with a lighthearted set of advice on staying balanced and productive.

- This [3-minute video](#) from Harvard Business Review shows how to best work from home.

- [Ergonomic Tips for Working from Home](#) advises readers on computer setups.

- This brief [Staying Secure While Working from](#) Home training advises on computer security measures that should be taken when working from home.