

TELECOMMUTING ELIGIBILITY CRITERIA

A telecommuting candidate must:

1. Be able to work independently with minimal supervision and provide adequate feedback.
2. Be organized and demonstrate good time management skills.
3. Be self-motivated and self-starter.
4. Demonstrate high performance and productivity.
5. Be a full-time permanent State of Delaware employee (unless exception is authorized by the Cabinet Secretary or designee).
6. Have the appropriate and necessary equipment and services determined by the employee and manager which allows the employee to meet the communication requirements as defined in the Telecommuting Policy as well as access to the internet and the State IT infrastructure.
7. Be willing to abide by the Telecommuting Policy with an understanding that telecommuting is a privilege that can be terminated at manager's discretion.
8. Have tasks and activities that are suitable to telecommuting. Progress on tasks and activities must be measurable.

A performance review, conducted within the last 12 months, should demonstrate the employee meets the criteria. The review should indicate the employee is performing satisfactorily or better in all areas. Prior performance reviews should not show an unresolved history of needing improvement in these areas.