Employee’s Guide to Remote Work

Tohono O’odham Nation
Why TON has implemented widespread remote work during COVID-19?

- Proactively protect the health and safety of our employees and communities
- Do our part in preventing further spread of the virus
- Enable employees to balance work-life priorities during this time
- Continue to meet our organizational needs
Remote Work Requirements
Setup

Internet connection
Access to a phone line
Suitable desk/office setup/designated space

Functional webcam
Freedom from distractions
Day-to-day

• Core hours and availability during core hours remain the same
• Time-off request process (e.g. sick days, vacation) remains unchanged
• (Optional) Video must be used for all meetings – Set expectation in meeting invite
• At least one quick check-in with Supervisor every day
• Document progress on projects and tasks
Staying Secure

- Protect sensitive data and systems
- Use IT Approved resources
- Limit personal use
Tips for Employees
Maintaining performance

Reflect on one key question: **What do I need to do to carry out my work while working remotely?**

Be creative and suggest tactics to your supervisor about how you can carry out your work in different ways.

Set goals and proactively communicate results to your supervisor.

Create to-do lists to stay on track and minimize distractions.
Self-management

• Get ready for the day

• Working remotely might mean that you will work with less supervision. Be mindful about managing your work and time to deliver the same results.

• Schedule a break every day to prevent isolation and feelings of cabin fever (e.g. go for a walk).

• When working from home or other locations, set up your space to minimize distractions and enable you to focus. Make sure you have a specific room or surface for work (i.e. a bed is not an appropriate workspace).

• Despite having less supervision from time to time, it is critical that you ask for support from your supervisor when you need it.
Maintaining Communication

It’s easy to take working relationships for granted. Be proactive about communication to build trust and strong working relationships:

• Conduct regular check-ins with your supervisor and teammates to talk about both work and life.

• Agree on a work schedule with your manager to meet core hour requirements while also managing work-life balance.

• Use available technology to make interactions as human as possible.

• Avoid an “always on” habit by creating boundaries around when teammates can contact you – let them know when you are available.
Resources
Resources

Secure Connection to Tonation

Electronic Signatures

Online Meetings

Conference Call Number
CheckPoint VPN

- Who needs this access?
  - Limited access
- Submit request form
- Include justification
- Who needs this access?
- FREE!
- Helpful when not everyone has a laptop :)
GoToMeeting

- Who needs this access?
  - Know who manages your programs GTM account
- Conference Calling
- Video Conferencing
- Meeting Recording
- Screen Sharing
iSolvedGo

- Free App
- Verify time card
- Submit time off request
- Cannot punch in
Training
When?

Online learning

Starting April 28, 2020
Help Desk
Supporting you remotely

- Patience

- IT staff are supporting over the phone and web support

- Scheduling support sessions
We are here to support you :)

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[Department of Information & Technology]
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