



Texas Military Department

State Employee

Telework Eligibility Checklist

1. Employee Name	Last Name	First Name	Middle Initial
2. Date	3. Department		4. Position Title
5. First Line Supervisor	6. Supervisor Telephone Number	7. Supervisor Email Address	

8. Employee Eligibility:	Yes	No
• Is this employee serving a probationary period?		
• Is the employees' current level of performance acceptable?		
• Does this employee work with classified information daily?		
• Will this employee work with Privacy Act (PA) material? If yes, was the employ briefed on the proper handling of PA material?		
• Is the employee current on mandatory annual training pertaining to: (provide date and certificate): <ul style="list-style-type: none"> ○ Human Trafficking ○ EEO ○ Sexual Harassment ○ Cyber Security 		
• Does the position require direct contact with customers and or other employees?		
Is the employee currently on a performance improvement plan (PIP)?		

9. Employee Work Characteristics			
Evaluate the following work characteristics of this employee's position:	Low	Med	High
• Clarity of goals and objectives			
• Ability to schedule face-to-face contact on certain days of the week			
• Degree to which communications can be accomplished using telephone, e-mail, electronic file transfer, etc.			
• Ability to control workflow/schedule			
• Reliability of technology to support employee when teleworking			
• Amount of face-to-face contact required			
• Amount of in-office reference materials or other resources required			
• Impact on work team when employee is teleworking			

10. Job characteristics:	Adverse Impact?	
When reviewing the following job characteristics, identify those that would have an adverse impact on the employee's ability to telework on a regular basis.	Yes	No
• Ability to set clear work objectives		
• Ability to clearly define tasks for telework days		
• Ability to schedule face-to-face interaction for specified days		
• Ability to limit the use of on-site resources		
• Ability to control work scheduling		
• Ability to benefit from quiet or uninterrupted time		
• Above job characteristics will not adversely impact the employee's ability to telework on a regular basis		

11. Type of telework eligibility:	Yes	No
• Is this employee eligible to telework on a regular/recurring basis?		
• Is this employee eligible to telework on a situational basis?		

Supervisor Signature:

Date:

Employee Signature:

Date:

Submit completed form to the OSA HR Office at HR@military.texas.gov.

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge.