



# START

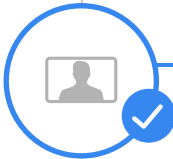


## PROCESS ROADMAP



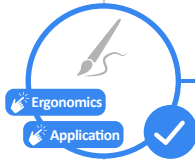
01

Employee and supervisor review if **job position qualifies** and **policy eligibility** is met. If yes, they can use the **Hybrid Telework Self-Assessment** to reflect on the core competencies needed to be successful.



02

Employee attends the optional **Virtual Info Session** and if they wish to apply, obtains initial support from their supervisor.



03

Employee submits:

### Ergonomics & Safety Checklist

- Signatures required:
- Employee
  - Immediate supervisor

### Department Application:

- Signatures required:
- Employee
  - Immediate supervisor
  - Manager in employee's chain of command.



04

Employee and supervisor register and complete the required policy and process-based **eLearning module**.



05

Employee and supervisor register and complete the required **in-person training**.



06

Employee requests **HR authorization**.

Signatures required:

- Employee
- Immediate supervisor
- Office of Talent & Organizational Development to confirm training completion
- Manager in employee's chain of command
- Department Director
- Copy to HR Records Management

# READY!

Employee begins teleworking



For complete program information about the Hybrid Telework program, visit:

[www.houstontx.gov/hr/telework.html](http://www.houstontx.gov/hr/telework.html)