# START

For complete program information:

Click Here

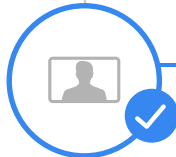**To use all links, first log into TMS on your browser.**

**Hybrid Telework**

# PROCESS ROADMAP

**Complete each step by clicking on the images**

**01**

Employee
Supervisor

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.
**(To use the link on the left, first log into TMS.)**

**03**

Ergonomics
Application
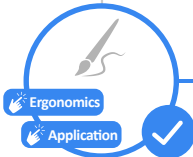
Employee submits:

**Ergonomics & Safety Checklist**
Signatures required:
- Employee
- Immediate supervisor

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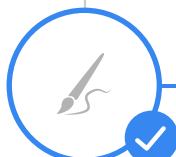- Manager in employee's chain of command.

**04**

Employee
Supervisor

Employee and supervisor register and complete the required policy and process-based **eLearning module.**
**(To use the links on the left, first log into TMS.)**

**05**

Employee
Supervisor

Employee and supervisor register and complete the required **in-person training.**
**(To use the links on the left, first log into TMS.)**

**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

Note: Some links may only be active when your department has been approved to launch the program. Please see Appendix A - Citywide Rollout Schedule in the policy.