



SAFETY, SECURITY AND COMPLIANCE CHECKLIST

Updated: 01/25/2022

This Safety, Security and Compliance Checklist provides supplemental guidance for some of the requirements of the Executive Branch Telework Policy (“the Policy”). Not all telework requirements are included here; for complete requirements and expectations, please refer to the Policy, especially section 7.2 Employee Responsibilities.

GENERAL PROVISIONS

- I have read and understand the Executive Branch Baseline Telework Policy and any supplemental telework policy required by my Department, agency or bureau. I have completed any training required in order to telework. I understand that any Telework Authorization must be reviewed with my supervisor at least annually, and may be adjusted or terminated at any time in response to a request from myself or at the discretion of my supervisor.
- I understand that, in order to telework, I must demonstrate that I can work with minimal supervision and show dependability, responsibility, self-motivation and adequate skills for planning, organizing, prioritizing, and time-management.
- I understand that, while teleworking, I am expected to continue to meet all regular performance expectations, and that the guidance and requirements in the Executive Branch and other telework policies, this checklist, and my Telework Authorization are in addition to those expectations.
- I understand that failure to comply with the security policies, procedures and guidelines set forth in this checklist and in the Policy, as well as any Department, agency or bureau requirements, may result in immediate termination of a Telework Authorization and other disciplinary action.
- If my telework location changes (for example, if I move to a new home), I will contact my supervisor to obtain approval for the new location. I understand that prior approval from BHR, my Manager, and Supervisor is required if I request to telework from a location that is NOT within a regular/reasonable commuting distance from my assigned headquarters/office location.
- I must report telework hours in the same manner as when working at a headquarters or another office location. I must receive *advance* approval from my supervisor for any revision to my telework schedule, including but not limited to overtime hours, leaves of absence, appointments, and other minor and temporary changes to previously approved requests.
- I have access to and knowledge of programs to manage stress and address well-being such as through the Bureau of Human Resources, [Office of Employee Health and Wellness](#), [Office of Employee Relations](#), [Living Resources Program](#) and the [Directory of Benefits](#). I am also encouraged to reach out to peers, co-workers, supervisors, managers, and any BHR staff for assistance.

Initials:



SAFETY, SECURITY AND COMPLIANCE CHECKLIST

Updated: 01/25/2022

WORKSPACE SAFETY AND SECURITY

- My telework workspace is away from noise, distractions, has adequate temperature, ventilation, lighting, and is devoted to work needs, by accommodating a workstation, equipment, and related materials. The workspace accommodates all equipment necessary to perform my job responsibilities.
- I will furnish and set up my telework workstation, components and accessories to comply with ergonomically correct positions to prevent injury. Examples include and are not limited to: appropriate desk and chair height, the computer screen being free from noticeable glare, the top of screen is at eye level, and space to rest my arms while not keying. I understand that I can contact BHR for resources on ergonomics in the workspace and may request an ergonomic assessment, and I will make any changes recommended by that assessment.
- My workspace allows for privacy of communications and the security of files and data. Printed documentation will be secured in private folders, drawers, and other secured areas. All confidential and sensitive files will be secured in locked files and not accessible to any other person, including but not limited to Personally Identifiable information, Federal tax information, and other confidential or sensitive information. While not teleworking, I will ensure that State equipment, including my computer, is safely secured and inaccessible to others.
- I understand that I am responsible for adequately safeguarding and securing State owned equipment from possible theft and/or damage, while at the telework site and while being transported between locations.

FIRE AND ELECTRICAL SAFETY

- My workspace includes appropriate placement and operation of smoke detectors and other safety devices, doorways are unobstructed, space is kept free of trash, clutter, and flammable items, and an evacuation plan is in place.
- My telework workstation has sufficient and accessible electrical outlets, and all electrical plugs, cords, outlets, and panels are in good condition without exposed/damaged wiring. Computer equipment must be connected to a surge protector, with no permanent extension cord in use, and extension cords and power strips must not be daisy chained.
- My equipment is turned off and secured when not in use. I understand that it is recommended to reboot and restart computer equipment each day.

Initials:



SAFETY, SECURITY AND COMPLIANCE CHECKLIST

Updated: 01/25/2022

COMMUNICATION AND AVAILABILITY

- I will work with my supervisor to establish alternate work arrangements if telework is disrupted by technical or other difficulties, such as loss of internet, power, heat, school closures, etc. If possible, based on the nature of my work, I will develop a plan with my supervisor to identify specific work that can be performed in the event of a power outage or loss of internet.
- In the event of technical or other difficulties while teleworking, I will immediately notify my supervisor. If the difficulty cannot be rapidly resolved, I will begin previously agreed upon alternate work arrangements. Depending upon the situation, alternate work arrangements might include (but are not limited to): performing previously identified work that can be accomplished without power or internet; moving to a different, temporary telework location; reporting to my headquarters location; or using accrued leave.
- I understand that I may be required to report to my headquarters or other office location, during agreed upon telework hours, with little or no advance notice.
- For foreseeable and unforeseeable events, including inclement weather and emergencies, I understand that as an authorized teleworker I am expected to be prepared with adequate equipment, supplies and work tasks to enable telework. My supervisor may require me to be prepared to telework in the event of an emergency to ensure continuity of operations for State government.
- If I have an approved Telework Authorization, for either regular or occasional telework, I am expected to work my regular workday regardless of a delayed opening or early closure of State offices, unless specified otherwise. Weather expectations are available via DAFS' Bureau of Human Resources: <https://www.maine.gov/bhr/state-employees/winter-weather>

TECHNOLOGY

- I am responsible for completing the required annual security and awareness training and adhering to all IT Policies and Procedures supporting the use of technology (<https://www.maine.gov/oit/policies-standards>) with special consideration to [the User Device and Commodity Application Policy](#), [Mobile Device Policy](#), and [Rules of Behavior \(PL-4\)](#). These policies can be found on the Maine.gov website.
- I understand the requirement to ensure the physical security of assigned state equipment. Equipment cannot be left unattended in a vehicle or public place. Devices should be kept with me or stored in a secure location at all times and I am the only person allowed to use and access the assigned equipment. Repair or alternations to State of Maine equipment shall be through authorized Maine IT contractors only.

Initials:



SAFETY, SECURITY AND COMPLIANCE CHECKLIST

Updated: 01/25/2022

- I will work with the Office of Information Technology to ensure regularly installed, up-to-date, anti-virus software, keep virus definitions up-to-date, and run regular scans on State owned equipment. It is expected that I will consistently restart computers to activate automatic installs and updates as well as regularly shut down and restart equipment.
- I will only access the State's computer network using a secured path (VPN or secured login). All network connections using state owned equipment are required to utilize the approved VPN service. The firewall on the computer should be turned on, and the traffic that is allowed should be chosen very carefully – only the applications that are trusted should be allowed to communicate with the Internet.
- I am aware that both state-owned and personally owned equipment used to perform official duties, will have appropriate security measures employed by MaineIT prior to use. These include and are not limited to employing cyber security prevention tools and techniques (e.g. multi-factor authentication) and requiring equipment registration (e.g. all Mobile Devices).
- I am comfortable with the technologies needed for telework and am willing to learn new technologies required for telework. Examples of these technologies include and are not limited to video, voice, email, phone, systems, applications, and others required to perform official duties.

Employee Signature:

Date:

Supervisor Signature:

Date:

Initials: