



Telecommuting Best Practices

Pursuant to the Navajo Nation Personnel Policy Manual Section V (F)(3) and Telecommuting Procedures, the Navajo Nation provides procedures to facilitate telecommuting work as an option for certain positions under appropriate circumstances.

In support of the Navajo Nation’s continued response to the unprecedented Coronavirus pandemic, below are the Telework Best Practices for both supervisors and employees.

Plan	Communicate telework expectations, assignments, and consequences. Submit Telecommuter’s Agreement to DPM.
Safeguard	<ul style="list-style-type: none"> • Maintain confidential Navajo Nation documents, information, and intellectual property. • Use secured Wi-Fi connection only. Do not use public Wi-Fi.
Proactive	Communicate regularly with supervisor and employees, address any concerns or upcoming deadlines, encourage team work, open communication, and engagement to increase productivity.
Be courteous	Practice good email etiquette, represent the Navajo Nation well in both internal and external customer service.
Be healthy	Eat healthy foods and drink water, take breaks, get fresh sunlight.
Stay safe	Practice social distancing, wash your hands, and wipe frequently touched surfaces.
Reflect	Assess and reflect on any challenges that you may need additional resources or help with.

For more information, please contact Department of Personnel Management – Employee Relations at (928) 871-6153. Thank you and stay safe.