



## Teleworking Information

### Working Remotely Documents

Visit the AES [Working Remotely](#) page for info about:

- Teleworking Policy
- Desk Phone Forwarding
- VPN
- Equipment Check-out

Click to  
[visit Working Remotely page](#)

## Overtime Approvals

Please remember that hourly employees must obtain *written* approval from their manager before working overtime. The AES teleworking policy is available [here](#).

### Teleworking Tips

#### Set Up Your Environment

Carve out a space in your home that's your dedicated workspace. Ideally, the space should have a door so that you can shut out noise or interruptions.



#### Get Ready for Work

Although it may be tempting to lounge around in your pajamas, experts highly recommend showering and getting dressed as if you were heading to a workplace.

#### Set Boundaries by Dividing Up Your Day

Establish office hours and break up your workday into chunks. Establish 'do not disturb' guidelines, work hours, break times, and a policy on handling personal matters.

#### Stay Connected with Your Team

Decide with your manager and team whether it would be helpful to designate core hours or days when team members are in the office or available for meetings and conference calls.

Agree to communication guidelines with your manager and team members to establish a common expectation for responding to queries and emails. It is important that others know how to reach you, and when you are available for meetings. Share your calendar with your team members so they know when you're available. Use email effectively by using the subject line to alert the reader to the topic, the level of urgency, and the required action.

"Safety" and "People First" are core AES values. We are actively monitoring the situation regarding COVID-19 (Coronavirus). In an effort to keep our AES teams informed, we will be communicating via e-mail and updating and posting documents on our COVID-19 site.

Click to  
[visit our COVID-19 website](#)

### COVID-19 HR Related Questions:

If you have any HR questions related to COVID-19, please call (907) 334-1688 and press option 1 to speak to a live representative. If all representatives are busy, please leave a message so they can return your call.