

EFFECTIVE: October 28, 2009

SUPERCEDES:

I. POLICY

The Department of Administration (ADMIN) supports the practice of telecommuting when it benefits the agency, promotes reduction in employee commute time and distance, and allows more employee flexibility.

II. DEFINITIONS

Telecommuting: is a work location alternative that allows employees to meet customer needs by performing job responsibilities away from an assigned office.

III. CONDITIONS OF TELECOMMUTING

- A. Positions appropriate for telecommuting are designated by division directors and it is their discretion whether or not an employee telecommutes.**
- B. Telecommuting is voluntary and may be terminated at any time by either ADMIN or the telecommuter.
- C. Telecommuters, supervisors, and managers must comply with state and federal laws; ADMIN policies, procedures, and processes; and provisions of the collective bargaining agreements and plans. Failure to comply may result in the loss of the telecommuting option and/or disciplinary action.
- D. Duties, obligations, responsibilities, and conditions of employment with ADMIN shall remain unchanged under the telecommuting agreement.
- E. Salary, retirement benefits, and state sponsored insurance coverage remain unchanged under the telecommuting agreement.
- F. Telecommuters who work at home must make alternative arrangements for dependent care.
- G. Telecommuting must not result in additional work for staff at the assigned office.
- H. Telecommuters may not receive any advantage or disadvantage regarding position upgrade or promotion because of telecommuting.
- I. Travel time between the alternate work site and the assigned office shall not be considered as compensable hours. Mileage between the alternate work site and the assigned office is commute mileage and is not reimbursable.
- J. Supervisors must attend ADMIN's telecommuting training program before their employees begin to telecommute.

IV. SELECTION CRITERIA FOR TELECOMMUTING

- A. Supervisors are responsible for designating the positions, if any, in their work units that are eligible for telecommuting. Supervisors should consider the

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following factors when determining whether positions are eligible for telecommuting:

1. Ability to meet customer needs via telecommuting
2. Ability to fulfill the needs of the agency and work unit via telecommuting
3. Ability to achieve the position purpose and work duties via telecommuting
4. Telecommuting costs to the agency
5. Availability of adequate supervision for telecommuters
6. Ability to measure the work performed by telecommuters
7. Effect of telecommuting on other employees in the work unit
8. Availability of equipment at the alternate work site
9. Provisions of the appropriate collective bargaining unit/plan
10. FLSA status of the position
11. Whether the position serves as a supervisor or manager

B. After supervisors designate which positions in the work unit are eligible for telecommuting, they must determine which employees in the designated positions are eligible candidates for telecommuting. Supervisors should consider the following factors when determining whether employees are eligible candidates for telecommuting:

1. The employee's current and past job performance
2. The employee's demonstrated work skills in time management, organization, self-motivation, and ability to work independently
3. The employee's attendance record

C. Seniority shall not be a basis for selecting employees to participate in the telecommuting program

V. TRIAL PERIOD

Supervisors must establish a trial period prior to the start of the telecommuting agreement. The length of the trial period, along with performance metrics and standards of performance, should be documented in the telecommuting agreement. Upon completion of the trial period, the supervisor, in conjunction with management and the telecommuter, will evaluate the success of the telecommuting arrangement in relation to the standards of performance and determine whether it should continue, be changed, or end.

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VI. WORK SCHEDULE

- A. The supervisor and telecommuter shall determine the work schedule, including telecommuting work days, hours, and core hours. The work schedule should be included in the telecommuting agreement (attach a separate document if necessary).
- B. The work schedule and hours of work must be consistent with the requirements of the collective bargaining agreements
- C. Telecommuters must attend all work-related meetings either remotely or by traveling to the assigned office, depending on the supervisor's preference. Meetings may be scheduled with short notice to the telecommuter.
- D. Telecommuters must notify their supervisor if they leave their alternate work site during core telecommuting hours.

VII. WEATHER EMERGENCIES

A telecommuter who is scheduled to work at the home office on a day declared as a weather emergency is expected to work as scheduled.

VIII. EQUIPMENT

- A. ADMIN, at its sole discretion, may provide equipment and related supplies for use by the telecommuter at his/her alternate site or may permit the use of employee-owned equipment and supplies. Equipment and supplies provided to the employee are not to be used for any purpose other than official business of ADMIN.
- B. ADMIN is responsible for maintenance and repair of agency-owned equipment. Telecommuters are responsible for the maintenance and repair of personal equipment.
- C. Telecommuters must return agency equipment, software, products, documents, and data if they terminate their employment with ADMIN, go on an extended leave of absence, or if the telecommuting agreement is ended.
- D. Telecommuters must take steps to minimize the damage or theft of state equipment at the alternate work sites.

IX. DATA

- A. Telecommuters may take restricted-access material out of the assigned office or access it through their home office computer provided they have their supervisor's prior approval. Supervisors must ensure that any restricted-access material that is taken off site is tracked and managed appropriately.
- B. Telecommuters must follow the provisions of the Government Data Practices Act and ADMIN data privacy policies when working at an alternative work

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site. Failure to comply may result in the loss of telecommuting privileges and/or disciplinary action. In addition, violations may result in criminal or civil litigation.

- C. Telecommuters must protect the privacy and confidentiality of data when at their alternate work sites or transferring the data to and from work sites.
- D. Telecommuters must follow data retention and disposal procedures.

X. SAFETY AND LIABILITY

- A. Supervisors must designate a workspace as their home office that accommodates any equipment used for work. Telecommuters must protect the workspace from hazards and dangers that could affect the equipment and themselves.
- B. Human Resources shall provide telecommuters with ergonomics and home office safety information prior to the start of the telecommuting agreement.
- C. For the purpose of workers compensation, alternate work site spaces are an extension of the official work location during telecommuting work hours only. If employees are injured while working at an alternate work site and during telecommuting work hours, the telecommuter must report the injury to the supervisor immediately.
- D. ADMIN is not responsible for third party injury or property damage that occurs at the alternate work site.
- E. ADMIN is not responsible for any damage or theft of employee-owned equipment at the alternate work site.
- F. Employees shall not conduct ADMIN related business meetings with third parties at the alternate work site.

XI. PERFORMANCE MEASUREMENT AND REPORTABILITY

- A. The telecommuter's performance must be measured by objectives and results as mutually agreed upon by the supervisor and telecommuter. These objectives must be stated in writing prior to the start of the telecommuting schedule, and should be included as part of the telecommuting agreement, using an attached document if necessary.
- B. The objectives and results that are expected of telecommuters will not differ from what is expected of employees who report to work in the assigned office.
- C. The conditions of reportability will not differ from what is expected of employees located in the assigned office.

XII. COMMUNICATION PLAN

Telecommuters and their supervisors are expected to develop a communication plan that documents the frequency and method of communication and the type of

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technology required for the telecommuter to interface with customers, the office, and coworkers. This plan must be included as part of the telecommuting agreement, using an attached document, if necessary.

XIII. TELECOMMUTER AGREEMENT FORM

Telecommuters and their supervisors must document their telecommuting agreements in writing using the ADMIN Telecommuting Agreement form. Supervisors must submit a copy of the signed form to the Human Resources office prior to the start of the telecommuting schedule.