



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Telecommuting	AUTHORIZED BY:
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ISSUED: May 1, 1996	REVISED:

PURPOSE

Telecommuting is an alternative work arrangement available for Office of Administration employees. Telecommuting does not change the basic terms and conditions of employment with the Office of Administration. It is a work alternative, rather than a reward, and intended to enhance productivity, creativity, employee satisfaction and/or reduce operating costs. The Alternative Work Location agreement may not be permanent and may be modified or terminated if it is determined that agency and/or employee needs are not being met.

POLICY

A. Participation

1. Any employee of the Office of Administration may request this alternate work arrangement, however, job function, customer service, and other job related considerations will be reviewed on a case-by-case basis when approving the request. All alternative work arrangements must be approved by the Commissioner of Administration.
2. The alternative work arrangement can be terminated at any time by the Office of Administration or the employee.
3. The operating procedures, hardware, software, assignment logistics, in-office periods, and time reporting will be worked out on a case-by-case basis. These procedures will be written out in a clear and concise form and copies will be maintained with the Office of Administration and the employee.
4. Questions concerning alternate work locations should be directed to the employee's immediate supervisor.

B. Job Responsibilities

Employee job responsibilities will not change due to telecommuting. Professionalism in terms of job responsibilities, work output, and customer orientation will continue to follow the standards set by the Office of Administration. The amount of time an employee is expected to work will not change due to telecommuting. The supervisor and the employee will mutually agree upon employee work hours.

C. Alternate Work Area

1. The Office of Administration shall provide workers' compensation and liability protection as obligated by State statues for the employee while in the course of employment within the agreed upon location and defined work schedule. The Office of Administration assumes no responsibility for any activity, damages, or injury which is not directly associated or resulting from the official job duties for which the Office of Administration



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has no ability to exercise control. The Office of Administration assumes no responsibility for the employee's personal property.

2. A designated workspace should be maintained by the employee in a clean, professional, and safe condition.
3. Any change in the approved job assignment, location or defined work schedule must be reviewed and approved by the supervisor/agency in advance.
4. As liability may extend to accidents which could occur in the alternative work location, the Office of Administration retains the right to make on-site inspections of this work area, at a mutually agreed upon time, to ensure that safe work conditions exist.
5. Employee tax implications related to alternate work locations are the responsibility of the employee.
6. Employee expenses not specifically covered in this policy will be dealt with on a case-by-case basis between the employee and his/her supervisor.
7. Employees who work at home will manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.

D. Computers, Software, Supplies, and Support

1. Any hardware or software purchased by the Office of Administration remains the property of the Office of Administration and will be returned to the Office of Administration should the alternative work arrangement be terminated. Products developed while telecommuting for the State remain the property of the Office of Administration.
2. Software owned by the Office of Administration may not be duplicated except as formally authorized by policy.
3. Employees using Office of Administration software must adhere to the manufacturer's licensing agreements.
4. Restricted access materials (such as payroll, personnel files, etc.) may not be taken out of the office, copied, or compromised in any way. Employees working at alternate sites will take all precautions necessary to secure sensitive information and prevent unauthorized access to Office of Administration systems.
5. Office of Administration equipment located at an alternative work location may not be used for personal activities.



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6. Supplies required to complete work assignments at alternative locations will be obtained during the employee's in-office work periods or through agreement between the employee and the immediate supervisor.
7. The Office of Administration will provide software necessary for the employee to complete work assignments.
8. The Office of Administration will provide hardware support necessary for the employee to complete work assignments.