



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Remote and Hybrid Team Member Policy	AUTHORIZED BY: Sarah H. Steelman Commissioner
POLICY : B-32	PAGE: 1 of 6
ISSUED: February 5, 2021	REVISED:

I. GENERAL STATEMENT

The Office of Administration (“OA” or “agency”) has determined that it is in the best interest of the citizens of the state to have remote team members (who primarily work outside of a State office or facility) and hybrid team members (who spend a portion of their time working in a State office or facility and a portion of their time working remotely) in a distributed work team environment. In a distributed work team environment, some or all team members work in different physical locations from one another, including remotely, whether on a regular or as-needed basis. The goal of distributed work teams is to deliver the best services possible by enabling OA to recruit and retain the most talented team members without traditional restrictions of geographic boundaries or availability of State facilities.

II. ELIGIBILITY AND SUITABILITY

Eligibility for remote or hybrid work shall be determined in the sole discretion of the appointing authority or their designee, with the exception of out-of-state remote work that must be approved by the Commissioner or her designee. Factors the appointing authority may wish to consider before making a decision to approve remote or hybrid work include:

- Remote or hybrid work must not result in significant reduction in quantity or quality of a remote or hybrid team member’s work or service;
- Any impact to work quantity, quality or service (which should never be more than minimal);
- The desirable skills of remote and hybrid workers, including
 - strong communication skills,
 - comfortable use of technology,
 - the ability to work independently without direct supervision (current team members),
 - proven ability to meet deadlines (current team members), and
 - the ability to manage distractions; and
- Any other factor, not prohibited by law, bearing on the decision at the time the decision is made.

III. PROCEDURES FOR REMOTE AND HYBRID TEAM MEMBERS

- A. Based on a team member request, upon hiring, or by requirement of the appointing authority or their designee, team members may be assigned to remote or hybrid work teams. Managers should inform team members working either partially or fully from a



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Remote and Hybrid Team Member Policy	AUTHORIZED BY: Sarah H. Steelman Commissioner
POLICY : B-32	PAGE: 2 of 6
ISSUED: February 5, 2021	REVISED:

location other than a State office or facility of the requirements of such an arrangement. A Remote/Hybrid Work Initiation Form is attached to facilitate the request process and should be used.

B. Initiation of the Remote or Hybrid Work Arrangement

Current team members who work in a State facility and desire a remote or hybrid work arrangement must complete and send to their supervisor a Remote/Hybrid Work Initiation Form.

Team members originally hired for or involuntarily assigned to remote or hybrid teams will receive the Remote/Hybrid Work Initiation Form.

The Remote/Hybrid Work Initiation Form shall proceed through the appropriate supervisory chain for review. In most situations, this process begins with a team member's direct supervisor.

For a team member to work in a remote or hybrid arrangement, the remote/hybrid work request must be approved by an appointing authority or the appointing authority's designee.

C. Changes to or Termination of Remote/Hybrid Work Arrangement

Remote/hybrid team members must fulfill their responsibilities regardless of work location. The supervisor shall review the remote/hybrid team member's effectiveness and efficiency regularly and revise the arrangement as needed to meet OA's objectives.

Significant changes that impact a team member's daily routine in the remote/hybrid arrangement, including termination of the arrangement, withdrawal of approval for the arrangement, changes in works days, etc., may be initiated by and must be reviewed and approved by the appointing authority or their designee.

The appointing authority or their designee may modify or terminate a remote/hybrid arrangement at any time, for no reason, or for any reason not prohibited by law. Upon terminating remote/hybrid status, the agency will require the team member to work at an agency-designated location. Team members unable or unwilling to report to a designated work location will be dismissed. Any team member or prospective team member who



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Remote and Hybrid Team Member Policy	AUTHORIZED BY: Sarah H. Steelman Commissioner
POLICY : B-32	PAGE: 3 of 6
ISSUED: February 5, 2021	REVISED:

refuses a required remote or hybrid assignment thereby refuses their offer of employment or resigns their position.

Team members may request to terminate the remote or hybrid work arrangement through their chain of command. The approval or denial of this request is entirely within the discretion of the appointing authority or their designee.

D. Out-of-State Remote Team Members

If otherwise in accordance with this policy, team members may work in a full-time remote work arrangement outside Missouri, upon the written recommendation of the appointing authority, subject to the approval of the Commissioner or designee. Factors the appointing authority may wish to consider before making a recommendation to the Commissioner to approve out-of-state remote work include:

- 1) The business needs of the particular team or work unit, the number of out-of-state team members currently employed by the division and the agency, the economic impact to the state of Missouri, the other state's employment laws, and income tax withholding or reporting requirements that may be imposed in the future;
- 2) Whether an existing team member has been successfully performing in their current position and is required to relocate out-of-state for non-work-related reasons, e.g. spouse is being transferred to the other state for work;
- 3) Whether an out-of-state applicant is more qualified for a position than any in-state applicants; or
- 4) Any other reason, not prohibited by law, believed to be relevant to the decision by the appointing authority at the time the decision is made.

The appointing authority shall submit a recommendation through the appropriate chain of command to the Commissioner or designee for approval of out-of-state employment of a remote or hybrid team member using the attached Out-of-State-Employment Request Form.

Out-of-country remote and hybrid workers are not allowed.



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Remote and Hybrid Team Member Policy	AUTHORIZED BY: Sarah H. Steelman Commissioner
POLICY : B-32	PAGE: 4 of 6
ISSUED: February 5, 2021	REVISED:

E. Designation of Official Domicile

An official domicile must be designated for all remote and hybrid team members in accordance with 1 CSR 10-11.010(1)(D). The official domicile of a hybrid team member shall be their assigned State office or facility.

Except as limited by this paragraph, appointing authorities may designate a remote work location as the official domicile for a full-time remote team member if such designation best serves the interests of the state and is not for the convenience or benefit of the employee as set forth in 1 CSR 10-11.010(1)(D). No out-of-state remote work location may be designated as the official domicile of an OA employee. Remote team members may be eligible for limited travel expenses in accordance with other applicable policies and regulations when required to travel to or from a State office or facility and their remote work location, but – unless an exception is made pursuant to 1 CSR 10-11.010(6) – no team member shall be reimbursed for traveling to their official domicile from their remote work location or from their official domicile to their remote work location.

IV. SUPPLIES AND EQUIPMENT

Remote/hybrid team members' technology tools will be based on their technology profiles, budgetary constraints, equipment availability, and other appropriate circumstances applicable to the individual remote working team member.

When remote or hybrid team members are in a State office or facility they may, with a supervisor's explicit approval, remove to their remote work location a reasonable amount of office supplies to be used in the performance of their remote work. Office supplies shall not be shipped to remote work locations.

A. State-Owned Equipment

- 1) Remote and hybrid team members are subject to the same requirements regarding the use of State-owned equipment as are office and facility team members. Team members who misuse or fail to take reasonable care of State equipment may be dismissed, disciplined, and/or held financially responsible for this misconduct.
- 2) In the event of separation from employment, a remote/hybrid team member must return State-owned equipment within seven business days of separation.
- 3) In the event State equipment is no longer used by a remote/hybrid worker, it should be promptly returned.



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Remote and Hybrid Team Member Policy	AUTHORIZED BY: Sarah H. Steelman Commissioner
POLICY : B-32	PAGE: 5 of 6
ISSUED: February 5, 2021	REVISED:

B. Inventory Requirements

Remote and hybrid team members are subject to the same inventory requirements as workers assigned to an office or a facility.

V. SECURITY OF INFORMATION AND RECORD RETENTION

Remote and hybrid team members shall retain and secure public records in the same circumstances and manner as they would if working in a State office or facility. Supervisors must provide or determine that others have provided applicable instruction on security and record retention.

VI. TEAM MEMBER RESPONSIBILITIES

All team members must fulfill the requirements of their positions. Remote and hybrid team members who perform all or part of their duties at a location other than a State office or facility must also comply with the requirements outlined in this section.

A. Safety

Remote or hybrid team members must maintain their remote workspace in a safe and secure condition. If a team member working in a location other than a State facility sustains a work-related injury, workers' compensation laws and rules apply. A team member remains responsible for following the established procedures to report such an injury and complete all required forms. The State does not assume any liability related to a team member's remote work, remote work location, or remote work station except to the extent required by law. If a workers' compensation claim is filed for an incident occurring in a team member's residence, the team member may be required to make the site of the incident available for inspection or investigation.

B. Remote Work Location, Equipment, and Supplies

Team members working remotely are responsible for providing internet connectivity/service, a safe and appropriate work location, and a safe and appropriate work station – including a chair – for their needs.



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Remote and Hybrid Team Member Policy	AUTHORIZED BY: Sarah H. Steelman Commissioner
POLICY : B-32	PAGE: 6 of 6
ISSUED: February 5, 2021	REVISED:

C. Local and Out-of-State Income Taxes

Remote and hybrid team members are responsible for determining and complying with all state and local income tax requirements regarding their specific situation and work location, and if needed, should consult a tax advisor. Like other team members, remote and hybrid team members must inform OA Human Resources of their required Missouri and in-state local tax withholding requirements.

VII. LIABILITY

OA assumes no liability related to remote or hybrid work arrangements beyond what is imposed by law. OA assumes no liability for the team member's personal property. Because workers' compensation liability may extend to incidents that could occur in the a team member's remote work location, OA may make on-site inspections of the team member's remote work location upon advance notice for the purpose of checking that safe work conditions exist.

Remote/Hybrid Work Initiation Form

This form is for use by team members to request remote/hybrid work arrangements as well as for use by supervisors or appointing authorities to initiate remote/hybrid work arrangements for team members they supervise. For further information, please see Sections III. A.-B. of the Remote and Hybrid Team Member Policy.

TEAM MEMBER INFORMATION	
NAME (LAST, FIRST)	JOB TITLE
OFFICE PHONE	CELL PHONE
REMOTE WORK LOCATION ADDRESS (STREET, CITY, STATE, ZIP CODE)	SUPERVISOR NAME

REMOTE WORK CONSIDERATIONS
WHAT WORK CHALLENGES MAY EXIST FOR REMOTE WORK?

REMOTE WORK DATES	
START DATE	END DATE (IF APPLICABLE)

WORK ARRANGEMENT
REMOTE <input type="radio"/>
HYBRID <input type="radio"/>

EXPECTED WORK SCHEDULE						
MON	TUES	WED	THURS	FRI	SAT	SUN
IN OFFICE <input type="radio"/>	IN OFFICE <input type="radio"/>	IN OFFICE <input type="radio"/>	IN OFFICE <input type="radio"/>	IN OFFICE <input type="radio"/>	IN OFFICE <input type="radio"/>	IN OFFICE <input type="radio"/>
REMOTE <input type="radio"/>	REMOTE <input type="radio"/>	REMOTE <input type="radio"/>	REMOTE <input type="radio"/>	REMOTE <input type="radio"/>	REMOTE <input type="radio"/>	REMOTE <input type="radio"/>
START TIME	START TIME	START TIME	START TIME	START TIME	START TIME	START TIME
END TIME	END TIME	END TIME	END TIME	END TIME	END TIME	END TIME

COMMENTS

TECHNOLOGY PROFILES	
Please select the technology profile that best describes the work arrangement sought in this form.	
REMOTE <input type="radio"/>	Team members who primarily work outside of an office, whether working from home, an alternate location or providing field services.
HYBRID <input type="radio"/>	Team members who spend a portion of their time working in a state facility or in an office environment and a portion of their time working remotely either on a regular schedule or on an ad-hoc basis. This also includes team members who work in a state facility, but consistently move from one setting to another.

SIGNATURES AND APPROVAL

TEAM MEMBER NAME	TEAM MEMBER SIGNATURE
IMMEDIATE SUPERVISOR NAME	IMMEDIATE SUPERVISOR SIGNATURE
COMMENTS	RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED <input type="checkbox"/>
APPOINTING AUTHORITY OR DESIGNEE NAME	APPOINTING AUTHORITY OR DESIGNEE SIGNATURE
COMMENTS	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>

Out-of-State Employment Request Form

INSTRUCTIONS		
<p>If otherwise in accordance with the Remote and Hybrid Team Member Policy (Policy), team members may work in a full-time remote work arrangement outside Missouri, upon the written recommendation of the appointing authority, subject to the approval of the Commissioner. For further information, including regarding factors that may be considered when making a recommendation, please see Section III.D. of the Policy.</p>		
TEAM MEMBER INFORMATION		
NAME (LAST, FIRST)		CURRENT TEAM MEMBER Y <input type="checkbox"/> N <input type="checkbox"/>
REMOTE WORK LOCATION ADDRESS (STREET, CITY, STATE, ZIP CODE)		
DIVISION	JOB TITLE	SUPERVISOR NAME
TYPE OF OUT-OF-STATE REQUEST AND RECOMMENDATION		
Please select one of the options below.		
HIRING OUT-OF-STATE APPLICANT		
Explain the basis for recommending hiring this out-of-state applicant.		
CURRENT TEAM MEMBER MOVING OUT-OF-STATE		
Explain the basis for recommending continued employment of this team member who is moving out-of-state.		
OTHER		
Other circumstances may show a need for a team member to work out-of-state. Please provide details of this situation and justification as why this arrangement benefits the organization.		
APPROVAL		
Please type your name and date below to approve this Out-of-State Employment Request.		
IMMEDIATE SUPERVISOR NAME		DATE
APPOINTING AUTHORITY		DATE
SIGNATURE OF COMMISSIONER OR DESIGNEE		DATE
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	