



## Telework Procedures

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The following procedures are designed to assist and instruct supervisors and are to be followed when implementing the OMES Telework Policy:

1. An employee may request or a supervisor may require telework as a work arrangement.
2. Before entering into the OMES Telework Agreement, the supervisor shall evaluate the suitability of such an arrangement, considering factors such as the needs and work habits with respect to traits customarily recognized as appropriate for successful teleworkers, job responsibilities, workspace consideration, work schedules, and equipment needs to determine if the position is appropriate for a telework arrangement.
3. If a position is otherwise appropriate for a telework arrangement and the Official Work Location (set forth in the OMES Telework Agreement) is physically located in an agency other than OMES, the appropriate OMES division should obtain input from the affected agency regarding the impact, if any, of the proposed teleworking arrangement.
4. An employee participating in a telework arrangement must demonstrate a “meets standards” in accordance with the state’s Performance Management Program (PMP).
5. An employee may not have been in a leave without pay status in the previous 12 months; however, an employee who has exhausted leave due to a FMLA qualifying event or workers compensation claim may still be considered for a telework arrangement. These events will be reviewed on a case by case basis with OMES Human Capital Management (HCM).
6. Once a telework arrangement is determined to be appropriate, the OMES Telework Agreement will be signed by the employee, supervisor, division director, state chief security officer, Human Capital Management Division, Performance and Efficiency Division, and agency Director. The OMES Telework Agreement will not be effective until all signatures have been obtained and all signatures other than the Director’s signature shall be obtained prior to submission of the OMES Telework Agreement to the Director.
7. Productivity performance measures for each telework position are to be approved by the Performance and Efficiency Division prior to submission of the OMES Telework Agreement to the agency Director. The Division will review performance metrics created or currently in use by the reporting unit and will assist in developing metrics. Alignment of performance measures for each telework position to the reporting unit’s performance measures as well as performance targets will be required for approval.
8. Any telework arrangement may be discontinued at any time by the agency in its sole discretion. The agency shall make every effort to provide 30 days’ notice of such a change; however, there may be instances when less notice or no notice is possible.

9. OMES will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (for example, hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telework arrangement on a case-by-case basis. ISD will serve as a resource in this matter. OMES reserves the right to change its determination as to appropriate equipment at any time.
10. An employee participating in a telework arrangement shall comply with the state Information Security Policies, Procedures and Guidelines and applicable data security laws, rules and regulations to ensure the protection of information accessible from any telework location.
11. An appropriate work environment shall be established at the primary telework location. Telework employees are required to complete a Primary Telework Location Safety Checklist along with the Telework Agreement attesting the primary telework locations meets the minimum requirements set forth on the checklist. The work environment of the primary telework location shall include the computer, any state owned equipment and/or any items included on the Telework Location Safety Checklist.
12. Telework employees shall immediately notify a supervisor or appropriate Human Capital Management representative of any work-related injury or illness incurred while in telework status in accordance with OMES's Work Related Injury or Illness/Workers' Compensation policy.
13. Telework employees must anticipate the need for office supplies in advance and request supplies in order to be provided with appropriate supplies (pens, paper, etc.).
14. The supervisor shall determine the work schedule the employee will maintain and the manner and frequency of communication.
15. All OMES employees are required to record all hours worked. All telework employees with hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements, will require the advance written approval of the supervisor.
16. Telework employees should ensure their own safety at all times. Telework employees will not be granted Administrative Leave during inclement weather unless otherwise approved by telework employee's manager on a case by case basis.
17. Telework is NOT designed to be a replacement for appropriate dependent care. The focus of the work hours in the telework location must be on job performance and meeting agency requirements. Prior to entering into a telework agreement, the supervisor must discuss expectations of telework with the employee and encourage employee discussion with family members of these expectations.
18. Supervisors shall determine whether a telework employee will have a workstation at the Official Work Location.
19. When the telework arrangement is discontinued, all OMES property shall be returned to the agency within three (3) business days. The employee shall be liable for the replacement or repair cost, as applicable, of State-Owned Equipment that is lost, damaged or unreturned after termination of the telework agreement.

20. OMES is not responsible for and does not provide advice related to tax or legal issues arising from an employee's use of a telework location under this telework arrangement. Employees should seek tax or legal advice from their tax or legal advisor if they have any questions related to the telework arrangement.