



**State of Oklahoma  
Office of Management and Enterprise Services  
Policies and Procedures**

**Telework Policy**

<b>Effective Date of Policy: 04/01/2019</b>	<b>Next Scheduled Review: 09/20/2020</b>
<b>Prior Policy: N/A</b>	<b>Policy Number: OMES-004</b>
<b>Last Reviewed: 02/25/2019</b>	<b>Replaces Policy Number: N/A</b>
<b>Date Policy Last Revised: 09/19/2018</b>	
<b>Approved: Dana Webb, as Designee of OMES Director John Budd</b>	<b>Approval Date: 02/25/2019</b>

**Purpose**

The purpose of this policy is to ensure the Office of Management and Enterprise Services complies with state initiatives encouraging telework as an alternative to incurring costs for additional office space for state government.

**Policy**

OMES considers telework to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telework allows an employee to work outside of the traditional on-site work environment for all or part of the regular workweek. Telework may be appropriate for some employees and some positions; however, telework is not an entitlement, is not an agency-wide benefit and may be discontinued at any time at the sole discretion of OMES. Telework may be used as a recruitment and/or retention tool by supervisors when deemed appropriate for a position. Minimum performance reporting metrics established by the telework employee’s supervisor and that meet the minimum requirements set forth by the Governmental Technology Applications Review Board shall be used for each employee in the telework program. The division director, or designee, and the supervisor shall approve the performance reporting metrics to be utilized for employees in the telework program. A telework arrangement is not designed to be a replacement for appropriate dependent care and the focus of the work hours in the telework location must be on job performance and meeting agency requirements.

Although telework may be suggested by an employee, the decision of whether telework is appropriate or is required for a particular position shall be determined by the division director and the supervisor responsible for the position after considering factors set forth in the OMES telework procedures, as well as additional guidance from GTARB pursuant to its duties under Title 62 of the Oklahoma statutes. No employee shall begin a telework arrangement until the employee and OMES have executed the OMES Telework Agreement provided by OMES Human Capital Management and the telework location has been approved and prepared in accordance with OMES telework procedures and the statewide telework program established by GTARB.

Subject to the approval of an employee's supervisor, an employee may work from home due to extenuating circumstances without executing the OMES Telework Agreement. Such work from home arrangement is not intended to be routine.

Employees who are allowed or required to telework for all or a portion of the workweek shall be responsible to remove work hazards and to ensure adequate protection of proprietary, customer and other confidential information accessible from the telework location. Adequate protection shall be determined at the sole discretion of OMES.

Telework employees shall continue to adhere to all applicable OMES policies and procedures.