



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

**Telework Policy**

Effective Date of Policy:	Next Scheduled Review:
Prior Policy: N/A	Policy Number: OMES-004
Last Reviewed:	Replaces Policy Number: N/A
Date Policy Last Revised:	
Approved: Dana Webb, as Designee of OMES Director Steven Harpe	Approval Date: June 1, 2020

**Purpose**

The purpose of this policy is to ensure the Office of Management and Enterprise Services (OMES) complies with state initiatives encouraging regular and or full-time telework as an alternative to incurring costs for additional office space for state government and to provide the telework option as an added benefit to its workforce. This policy prescribes the duties and responsibilities of both OMES and the employee (Employee) entering into a teleworking arrangement. OMES and regular or full-time telework Employee hereby agree to the provisions and requirements set forth in this Teleworking Policy when Employee enters into a regular or full-time teleworking arrangement. This Policy shall lay out the agreement between OMES and Employee. Both Employee and Employee’s Supervisor will sign the Telework Acknowledgement attached to this policy and agree to abide by the provisions within the Telework Acknowledgement. Subject to the approval of an employee’s supervisor, any OMES employee may occasionally work from home due to extenuating circumstances. Such work from home arrangement is not intended to be routine and is not intended to be covered by the provisions of this Telework Policy.

**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. OMES, in its sole discretion, will identify certain jobs, job functions, and departments where teleworking will be encouraged. The supervisor shall develop the performance reporting metrics to be utilized for employees

in the telework program and ensure that each of his or her employees are meeting the required performance standards. A telework arrangement is not designed to be a replacement for appropriate dependent care. If dependents are present at the teleworking location during the employee's designated work hours, dependents must be cared for by a third party. The focus of the work hours in the telework location must be on job performance and meeting agency requirements. In order to accomplish this objective, it is recommended that dependents be cared for outside of the telework location. OMES reserves the right to request documentation from each teleworking employee that his or her dependents are receiving care by a third party.

Employees who 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.

## **Implementation**

### **OMES/Supervisor (Employer) Responsibilities, Duties, and Rights**

OMES shall evaluate the suitability of the telework arrangement for each job position, job function, and department. Supervisors in conjunction with Division Directors shall be responsible for determining which job functions support teleworking by the employees. In the event a job function is identified as supporting telework, the supervisor, in conjunction with the division director, shall determine the teleworking schedule for each employee who performs such job function. Employee acknowledges that even if he/she is in a job function that supports teleworking, the teleworking schedule shall be set by OMES by and through its supervisors and division directors.

OMES shall develop the productivity performance measures and performance reporting metrics for each job position that has been identified as suitable for telework. Such productivity performance measures shall align with the performance measures of the applicable reporting division or department.

OMES retains the right and sole discretion to discontinue the teleworking arrangement with Employee at any time. OMES shall make every effort to provide thirty (30) days' notice of such change to Employee. Employee acknowledges there may be instance when less notice or no notice is possible. In the event an employee is failing to meet performance metrics or is having other disciplinary issues, telework may be terminated.

OMES retains the right and sole discretion to modify the teleworking arrangement in any manner in order to meet the business needs of the agency.

OMES, by and through its supervisors and division directors, will determine the appropriate equipment needs, which may include a state-issued laptop, for each job position and job function deemed suitable for telework.

OMES, by and through its supervisors and division directors, shall determine if Employee has a physical permanent workstation at the state offices. OMES shall determine what, if any, schedule Employee must follow in utilizing the physical permanent workstation.

OMES, by and through its supervisors, shall set the work hours of the employees and approve any work week

adjustments as needed.

Supervisors shall discuss the requirements of this policy before an employee begins teleworking and during all PMP meetings held. Such discussion shall be documented and maintained in the employee's personnel file.

All OMES property used for the telework arrangement remains the property of OMES. When the telework arrangement is discontinued, all OMES property shall be immediately returned to OMES.

### **Employee Responsibilities, Duties, and Rights**

Employees 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.

Employees shall not attempt to bypass security measures or modify security configuration settings.

Employees shall fully cooperate with any security audit of the telework locations.

Employees shall not use their own personal devices to perform work without the approval of their supervisor.

Employees shall not save state data to their own personal device. If Employees use their own personal devices to perform work, Employees shall adhere to the [State of Oklahoma Personal Device Standard](#).

Employees shall comply with all OMES policies and procedures governing employee conduct and any applicable laws, rules, and regulations.

Employees shall maintain the confidentiality of all state data. Employees shall familiarize themselves with and follow all applicable laws, rules, regulations, policies, and internal procedures regarding confidentiality.

Employees shall immediately notify the appropriate supervisor and individual in the event a breach or suspected breach of confidentiality occurs. Such notification is for purposes of OMES responding with required federal notices to individuals whose confidential information may have been exposed.

Employees are required to maintain a safe workspace at the telework location. Employees are responsible for the inspection and ongoing maintenance to ensure the workspace meets the following minimum physical requirements:

1. Safe and hazard free;
2. Adequately ventilated;
3. Reasonably quiet, free of distractions, and sufficiently well-lit to allow for reading;
4. Stairs with four or more steps are equipped with handrails;
5. All circuit breakers and/or fuses in the electrical panel are labeled as to intended service;
6. Circuit breakers clearly indicate if they are open or closed positions;
7. All electrical equipment is free of recognized hazards that would cause physical harm;
8. Electrical outlets are three-pronged and grounded;
9. Computer equipment is connected to a surge protector;
10. Aisles, doorways, and corners are free of obstructions to permit movement;
11. File cabinets and storage closets are arranged so drawers and doors do not open into walkways;

12. Space is free from excess furniture;
13. Phone lines, electrical cords and extension wires are secured under a desk or alongside baseboard;
14. Floor surfaces are clean, dry, level and free of worn or frayed seams;
15. Carpets are well-secured to the floor, and free of frayed or worn seams;
16. A fire extinguisher is in the workspace or easily accessible;
17. A working smoke detector is detectable from the workspace; and
18. Chair casters are secure and/or rungs of the chair are sturdy.

OMES reserves the right to inspect the physical telework location of each teleworking employee. Employees shall be required to make the physical telework location available in the event OMES exercises this right.

Employees are required to complete the [ergonomics assessment and training](#) supplied by the OMES Risk Management Team when employees begin teleworking. Such ergonomics assessment and training shall then be completed annually.

Employees are also required to ensure they can meet the minimum technical requirements in order to adequately perform their job duties from the telework location and maintain the security of state data. Employees shall work with their Supervisors and reach out to OMES Information Services in the event issues, questions, or concerns regarding meeting the technical requirements occur.

Employees shall not be entitled to reimbursement of any nature if requested to report to a state work location other than the telework location or chooses to travel between telework locations. Employees will remain eligible for reimbursement for travel to other locations in accordance with the State Travel Reimbursement Act.

Employees shall be available to attend meetings, trainings, any other events at the state work location on all days employees are scheduled to work. Teleworking shall not be an excusable absence from such required meetings, trainings, or other events.

Employees shall remain responsible for all tax or legal issues arising from an employee's use of a telework location under this policy. Employees should seek tax or legal advice from their tax or legal advisor if they have any questions related to the telework arrangement.

Employees shall acknowledge and agree that the teleworking arrangement is a benefit for employees but is not to be construed in any way as an entitlement.