

# Sample Agency Telework Policy

## I. Policy:

This policy establishes uniform guidelines for administering the telework program in the Department of \_\_\_\_\_.

This policy:

1. defines specific criteria and procedures for telework;
2. ensures standards are consistently applied;
3. requires management, in exercising its discretion, to consider an employee's request to telework in relation to the agency's operating and customer needs;
4. communicates teleworking to employees as an available work option for specified positions.

## II. Procedures:

### A. Guidelines

1. Employees interested in telework should review the telework information at [www.teleworkexchange.com](http://www.teleworkexchange.com) to learn more about telework programs. Employees should review the duties that adapt well to telework and the types of workers who are most productive as teleworkers.
2. Employees will be approved for telework based on job suitability, the likelihood of success as teleworkers, and the supervisor's ability and willingness to manage telework employees.
3. Work products, documents, and records used or developed while teleworking shall remain the property of the agency and are subject to agency policies regarding confidentiality and records retention.
4. Telework shall be voluntary. Agency management or the employee may discontinue the telework agreement by giving a minimum of one week's notice.
5. Teleworkers must comply with this policy and all state or agency-specific policies and procedures.
6. Conditions of employment shall remain the same as for non-telework employees. Employee salary, benefits and employer-sponsored insurance coverage shall not change as a result of telework.

7. Business meetings, meetings with customers, or regularly-scheduled meetings with co-workers shall not be held at the alternate worksite unless approved by the supervisor.
8. Employees shall not act as primary care giver for dependents nor perform other personal business during hours agreed upon as telework, unless approved by the supervisor.

## **B. Telework Agreement Requirements**

1. The addendum to this policy contains a model agreement.
2. A telework agreement is required for all telework expected to last longer than two weeks.
3. The employee, supervisor and division administrator must sign the agreement. The agreement must contain a completed and signed "Safety and Security Checklist" and "Hardware and Software Inventory List".
4. The agreement shall specify the work schedule. The work schedule shall comply with Montana wage and hour requirements and the Fair Labor Standards Act regulation.
5. The agreement shall be reviewed and renewed annually by the manager and employee, or when there is a change in supervisor, job responsibilities, work circumstances, or performance.
6. The agreement must be filed in the employee's personnel file.

## **C. Telework Site**

1. Agency management must approve alternate work areas.
2. Designated areas must be kept clean, professional, and safe at all times by the employee. In the case of injury occurring during telework hours, the employee shall immediately, or as soon as practical, report the injury to the supervisor.
3. The agency will not reimburse teleworkers for any travel expenses associated with commuting from the alternative work location to the central workplace.

#### **D. Computer Equipment and Software for Teleworking:**

1. State-owned computer equipment and software at the telework site shall be used for agency business only.
2. The telework agreement must list all state-owned equipment, services, or software provided by the agency. The agreement must also specify the responsible party for maintaining, servicing, and repairing state-owned equipment issued.
3. The agency is not responsible for cost, repair, or service when authorizing teleworkers to use their own equipment.
4. Teleworkers will provide their own office furnishings and supplies. If the state requires the employee to telework, agency management may provide state-owned office furnishings and supplies.

#### **E. Security of Confidential Agency Information**

1. The state and agency-specific security and confidentiality policy provisions and requirements apply in the alternate worksite while teleworking.
2. All confidential information in the possession of teleworkers must be kept confidential at all times.

### **III. Resources:**

State of Montana Telework Policy (MOM #03-0175)  
State of Montana Telework Fact Sheet with links  
Telework , Section 2-18-120, Montana Code Annotated

#### **IV. Definitions:**

1. **Central worksite** means the traditional office or work place.
2. **Telework site** means a worksite alternate to the central worksite. It may be in the employee's home or in a building owned or leased by the state that is closer to the employee's home than the central worksite.
3. **Telework** means a flexible work arrangement where selected employees work one or more days a week from their home or at a site near the home instead of physically traveling to the central worksite.

**Agency Director Signature and Date**