

<b>1.36</b>	<b>Telecommuting Agreements</b>	<b>Page 1 of 2</b>
<b>Issue date: 5/13</b>	<b>Revision date: 10/13</b>	<b>Division Staff</b>
<b>Form(s): Telecommuting Agreement Form 301; Telecommuting Feasibility Worksheet Form 302</b>	<b>See Also: Department Telecommuting Policy 06-01</b>	

**I. Directive Purpose:**

This directive not intended to exceed the scope of the Telecommuting Policy set forth by the Department of Human Services, Reference 06-01. This directive is intended to provide more specific guidelines regarding Telecommuting Agreements as they are used and approved within the Division of Services for People with Disabilities, so as to ensure equal and fair treatment among employees regarding work standards and reimbursement within the Division.

**II. Definition:**

Telecommuting is as defined in the Department of Human Services Telecommuting Policy, Reference 06-01. It is regular work at an employee's home or other locations identified in the telecommunication agreement signed by the employee and employee's supervisor.

**III. Policy:**

- A. This directive shall conform to the basic policy set forth by the Department of Human Services Telecommuting Policy, Reference 06-01.
- B. In addition to the Department of Human Services Telecommuting Policy, Telecommuting Agreements approved for employees of the Division of Services for People with Disabilities shall conform to the standards set forth in this directive.
- C. Telecommuting shall not be approved for the first or last day of an employee's work week.
- D. Employees who telecommute will not be allowed to exceed two (2) work days per week or 50% of their work time at a secondary work site.
- E. The Division, generally, will not reimburse costs which arise as a result of telecommuting. This is to ensure equal treatment for all DSPD employees regardless of the employee's work group.
  - 1. In some circumstances, the Division may consider reimbursement for some costs when it is demonstrated that the telecommuting agreement represents a measureable benefit to the Division.
  - 2. The Division will only reimburse reasonable costs.
  - 3. All costs, which the Division employee wishes to have reimbursed, must be approved by the Division Director.

**IV. Procedure:**

- A. Employees wishing to participate in a telecommuting arrangement must complete the Telecommuting Feasibility Worksheet and send it to the employee's supervisor for approval.
  - 1. An employee's supervisor is responsible to ensure that an employee's request for a telecommuting arrangement is appropriate as per the guidelines set forth in this Directive, the Telecommuting Agreement Form and the Telecommuting Feasibility Worksheet.
  - 2. The employee's supervisor must sign the Telecommuting Feasibility Worksheet certifying that the employee's supervisor has taken all necessary steps to ensure that an employee's request for a telecommuting arrangement is appropriate.
  - 3. The employee's supervisor must then send the completed and signed Telecommuting Feasibility Worksheet, along with a signed copy of the Telecommuting Agreement Form, to the Division Director for final approval.

- B. A Telecommuting Agreement shall be in effect for the duration of one (1) year from the initial date signed by the Division Director. At the expiration of that one (1) year, the employee and employee's supervisor must review the telecommuting arrangement to determine the appropriateness of continuing the agreement.
  - 1. The employee and employee's supervisor must certify that an extension is appropriate by signing the Telecommuting Feasibility Worksheet and the Telecommuting Agreement where indicated and sending a copy of each to the Division Director to be reviewed and signed.
  - 2. If circumstances have changed to the point where the information in a previously submitted Telecommuting Feasibility Worksheet is outdated or has changed in any significant way, the employee and employee's supervisor must submit an updated Telecommuting Feasibility Worksheet, setting forth the appropriateness of continuing the telecommuting arrangement.
  - 3. If a new Telecommuting Feasibility Worksheet is needed, the employee and employee's supervisor will also sign and submit to the Division Director a new Telecommuting Agreement along with the new Telecommuting Feasibility Worksheet.
  - 4. The telecommuting arrangement must be reviewed in this way every year.
- C. Regardless of circumstances, the employee and employee's supervisor must renew the telecommuting arrangement by completing a new Telecommuting Feasibility Worksheet and signing a new Telecommuting Agreement every three (3) years.