Policy 0513

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Telecommuting/Remote Work **Policy Number**: 0513 **Chapter Title**: Employment **Effective Date**: July 1, 2008 **Supersedes Policy Number** 0513 **Dated** July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

The department will allow employees to telecommute or work from a remote location, with the approval of the district engineer or division leader/state engineer.

DEFINITIONS

Telecommuting: A work arrangement that allows employees who normally report for work at a department office building to complete part or all of their designated work assignments from a different location on a regular basis.

Remote work location: A work location that is not considered the employee's permanent assigned district/division/office for reporting purposes.

PROVISIONS/REQUIREMENTS

1. The determination for an employee to telecommute or work from a remote location shall be based on time and cost effectiveness, after receiving input from the employee and the employee's supervisor. Jobs acceptable for telecommuting or working from a remote location are those performed without diminishing the quality of work, productivity, or level of service.

2. Telecommuting or working from a remote location does not modify the applicability of benefits, personnel policies, responsibilities, or any other terms and conditions of employment.

3. The department may provide tools and supplies necessary for the employee to perform the appropriate job function. The department will not pay for additional phone lines (installation or monthly fees) or for Internet access in employees' residences or other locations not on department property. The department will not reimburse charges for phone calls made on personal residence and/or cell phones as a result of a telecommuting arrangement.

4. This provision may be implemented on a temporary or permanent basis.

5. Supervisors will be responsible for monitoring the effectiveness of employees' performance based on established performance measurements. If it is determined telecommuting/working from a remote location is no longer time or cost effective, or the employee is not meeting the established performance measurements for the job function, the employee shall return to the assigned district/division/office.

6. Employees are expected to maintain the same standards of health and safety at their telecommuting/remote work location as they have at their assigned district/division/office.

7. The department's workers' compensation program provides coverage for injuries or illnesses incurred in the course and scope of employment. Injured employees must notify their supervisor immediately and complete all required documents. Please refer to Personnel Policy 0507,

"Workers' Compensation." If a workers' compensation claim is filed for an incident occurring in a residence, employees must make the site of the incident available for investigation.

8. Employees telecommuting from their residence remain solely liable for injuries to members of their family or any other third party, or any damages to real or personal property that occur on the employees' premises.

9. Employees may experience changes to personal tax liabilities or insurance. Compliance with tax and insurance laws are the responsibility of the employee. Employees are encouraged to consult with their personal tax and/or legal advisors.

10. Employees are required to take precautions at the telecommuting/remote work location to ensure the security of data and confidential information, as well as equipment or other department-provided supplies.

CROSS REFERENCE

Personnel Policy 0507, "Workers' Compensation"

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