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**: September 1, 2014 **Supersedes Policy Number**: 0513 **Dated**: July 1, 2008
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

The department will allow employees to telework, with the approval of the district engineer or division leader/state engineer.

DEFINITION

Telework: A work arrangement that allows an employee to perform duties and responsibilities of his/her position from an approved alternate worksite other than the location from which the employee would otherwise work.

PROVISIONS/REQUIREMENTS

1. The determination on whether to allow an employee to telework shall be based on the time and cost effectiveness for the department. Jobs acceptable for telework are those that can be performed at an alternate site without diminishing the quality of work, productivity, or level of service. The "Telework Worksite Safety Checklist" and "Telework Agreement" forms are to be completed by the employee and approved by the employee's supervisor prior to a telework arrangement being established. Supervisors should retain the original forms and provide one copy to the local Human Resources office and one copy to Central Office Human Resources, Employment Section.

2. Telework does not modify the applicability of benefits, personnel policies, responsibilities, or any other terms and conditions of employment.

3. Telework may be implemented on a temporary or permanent basis.

4. The employee shall remain accessible during designated work hours. All in-person customer interactions are to be conducted at a department facility. Employees will still be required to attend staff meetings and/or other meetings as determined by the supervisor. Management retains the right to modify the arrangement at any time.

5. 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 telework arrangement. Employees are required to take precautions at the telework site to ensure the security of data and other confidential information, as well as equipment or other department-provided supplies.

6. The employee is to use department-owned records and materials for purposes of department business only, and to protect them against unauthorized or accidental access, use, modification, duplication, destruction, or disclosure. A telework employee must immediately report to their supervisor instances of loss, damage, or unauthorized access.

7. Supervisors will be responsible for monitoring the effectiveness of telework employees' performance based on established performance measurements. The department can halt the

telework arrangement when it is determined telework is no longer time or cost effective, or the employee is not meeting the established performance measurements for the job function.

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

9. The department's workers' compensation program provides coverage for injuries or illnesses incurred in the course and scope of employment. Injured telework 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.

10. Employees who telework 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.

11. 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.

12. Employees are required to take precautions at the telework 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"

FORMS

Telework Agreement (http://sharepoint/facilitation/HR/_layouts/WordViewer.aspx?id=/facilitation/HR/HR%20Forms/Telework%20Agreement%20(8-16-14).docx&Source=http%3A%2F%2Fsharepoint%2Ffacilitation%2FHR%2FHR%2520Forms%2FForms%2FAllItems%2Easpx%3FPaged%3DTRUE%26p%5FSortBehavior%3D0%26p%5FFileLeafRef%3DMoDOT%2520Sick%2520Leave%252dReturn%2520to%2520Work%2520Form%252edoc%26p%5FID%3D20%26PageFirstRow%3D31%26%26View%3D%7BE7A19B4A%2D7C63%2D4A41%2D95ED%2DDB51C060481E%7D%26InitialTabId%3DRibbon%252ELibrary%26VisibilityContext%3DWSSTabPersistence&DefaultItemOpen=1)

Telework Worksite Safety Checklist (http://sharepoint/facilitation/HR/_layouts/WordViewer.aspx?id=/facilitation/HR/HR%20Forms/Telework%20Worksite%20Safety%20Checklist%20(8-16-14).docx&Source=http%3A%2F%2Fsharepoint%2Ffacilitation%2FHR%2FHR%2520Forms%2FForms%2FAllItems%2Easpx%3FPaged%3DTRUE%26p%5FSortBehavior%3D0%26p%5FFileLeafRef%3DMoDOT%2520Sick%2520Leave%252dReturn%2520to%2520Work%

2520Form%252edoc%26p%5FID%3D20%26PageFirstRow%3D31%26%26View%3D%7BE7A19B4A%2D7C63%2D4A41%2D95ED%2DDB51C060481E%7D&DefaultItemOpen=1)

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