



## Required Telecommuting Documents

April 2026

Document	Purpose	To Whom Does This Apply?	Due Date	Who Must Review or Approve the Document?	Where Can I Find More Information or Sample Resources?
Policy	Defines the employer’s telecommuting program and the rules under which it will operate. The policy may be applicable to regular, recurring telecommuting; or informal, intermittent, temporary or emergency remote work.	All agencies, technical colleges and four-year institutions that allow telecommuting.	As needed, before policy implementation.	Submit to your DSHR consultant for review and approval.  All subsequent revisions must be approved by DSHR before implementation.	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 28-33
Plan (Business Case)	Identifies the employees and positions eligible for telecommuting based on the factors outlined in the statewide Telecommuting and Remote Work Policies and Procedures. A plan is required for regular, recurring telecommuting.	All agencies, technical colleges and four-year institutions that allow regular telecommuting.	As needed, before plan implementation.	Submit to your DSHR consultant for review and approval.  All subsequent revisions must be approved by DSHR before implementation.	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 7-8; 43-45
Plan Exception	Formal, written request to the Governor or the Governor’s designee, to allow telecommuting outside of the statewide Telecommuting and Remote Work Policies and Procedures.	All agencies, technical colleges and four-year institutions that wish to request that one or more employees or positions be allowed to telecommute outside the	As needed, before implementation.	Submit to your DSHR consultant for review and submission to the Governor’s Office for approval from the Governor or the Governor’s designee.  All subsequent requests and revisions must be approved by the Governor or the	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Page 23



## Required Telecommuting Documents

April 2026

Document	Purpose	To Whom Does This Apply?	Due Date	Who Must Review or Approve the Document?	Where Can I Find More Information or Sample Resources?
		statewide Telecommuting and Remote Work Policies and Procedures.		Governor's designee before implementation.	
Application	Documents the employee's formal request to telecommute and evaluates if telecommuting is appropriate for the employee.	All agencies, technical colleges and four-year institutions that allow regular telecommuting.	New telecommuters must have an approved application before they begin telecommuting.	A managerial or human resources official designated by the agency head or president must approve before implementation.	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 34-36
Workplace Safety Checklist	Documents the employee's assurance that the alternate workplace is safe and conducive to productive work.	All agencies, technical colleges and four-year institutions that allow regular telecommuting.	New telecommuters must have an approved application before they begin telecommuting.	A managerial or human resources official designated by the agency head or president must approve before implementation.	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 40-41
Agreement	Establishes the terms and conditions of telecommuting agreed upon by the employee and employer.	All agencies, technical colleges and four-year institutions that allow regular telecommuting.	New telecommuters must have an approved agreement before they	A managerial or human resources official designated by the agency head or president must approve before implementation.	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 37-39



## Required Telecommuting Documents

April 2026

Document	Purpose	To Whom Does This Apply?	Due Date	Who Must Review or Approve the Document?	Where Can I Find More Information or Sample Resources?
			begin telecommuting.		
Daily Reports*	Documents employees' telecommuting hours in SCEIS or another tracking system.	All agencies, technical colleges and four-year institutions that allow regular telecommuting.	Daily	Supervisors, Telecommuting Coordinator, or Time Administrator.  Telecommuting as part of a regular telecommuting schedule must be recorded.	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 8-9
Weekly Reports	Documents deviations from the agency's approved telecommuting. This includes informal, intermittent, temporary or emergency remote work.	All agencies, technical colleges and four-year institutions that allow telecommuting.	Weekly	Agency or institution's human resources office.	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Page 9
Quarterly Reports	Documents the quantifiable results of the agency's telecommuting program and the employees who telecommute as part of a regular telecommuting schedule and their telecommuting schedule.	All agencies, technical colleges and four-year institutions must report their results or indicate that no regular	Jan. 1 for October-December.  April 15 for January-March  July 15 for April-June	Complete DSHR's <a href="#">Telecommuting Form Online</a> .	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 9 -10



## Required Telecommuting Documents

April 2026

Document	Purpose	To Whom Does This Apply?	Due Date	Who Must Review or Approve the Document?	Where Can I Find More Information or Sample Resources?
		telecommuting occurred during the quarter.	Oct. 15 for July-September		
Plan Deviation Report	Used to report instances of employees deviating from the approved telecommuting plan for more than one week within one month. This includes informal, intermittent, temporary or emergency remote work.	All agencies, technical colleges and four-year institutions that allow telecommuting programs.	Jan. 15 For October-December  April 15 for January-March  July 15 For April-June  Oct. 15 for July-September	Complete DSHR's <a href="#">Telecommuting Form Online</a> .	<a href="#">Telecommuting and Remote Work Policies and Procedures</a>  Pages 10-12

\*Agencies and institutions must also establish methods to monitor employees' productivity while telecommuting.