

## Temporary Telecommuting and Working from Home Guidelines

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

### 1. Telecommuting/Working from Home

- Telecommuting and working from home is only to be used when the normal worksite is not available or accessible during emergencies, or to achieve a social-distancing management methodology.
- When working from home:
  - It is the responsibility of the employee to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.
  - To the extent practicable, it is the employee's responsibility to designate one area in the home that is suitable for the performance of official Admin business, and Admin's potential exposure to liability is restricted to this official work area.
  - Admin is not responsible for any operating costs that are associated with the employee's home as a worksite. This includes maintenance, insurance and utilities.

### 2. Time and Attendance, Work Performance and Overtime

- The employee should satisfactorily complete all assigned work according to established standards and guidelines.
- The employee is required to follow normal agency procedures regarding the requesting and approval of overtime, compensatory time and leave.
- If an employee does not have a state cellphone, he/she is responsible for providing a phone number to the supervisor and must answer work related calls timely and in the same manner he/she would at work.
- An employee with a state cellphone must respond to work related calls timely and in the same manner he/she would at work.
- You will be required to document work activities. You should complete the Telecommuting and Working from Home Activities Form.

### 3. Security and Equipment

- The employee is required to abide by the same information security policies and procedures regardless of where they are conducting Admin business.
- Data accessed using privately owned equipment should only be stored on Admin furnished equipment. However, if confidential data is stored on personal equipment or devices; it must be removed immediately after the need to store the data ends or upon the end of telecommuting, whichever occurs first. Employee will complete a statement certifying that data has been removed from personal equipment or devices.

- If personally owned equipment is used to print Confidential documents, all documents will be inventoried and kept secure until they can be properly filed upon the employee's return to normal office operations or placed in Admin approved shred bins if no longer needed
- The employee is responsible for the security of all official data in accordance with established guidelines.
- Admin-furnished equipment must only be used for official duties and may not be used by non-Admin employees.
- The agency shall be responsible for obtaining software licenses that are used on privately owned equipment for official business. When privately owned equipment is no longer used it is the responsibility of the teleworker to remove and return all government-owned software to the agency software manager. Admin-furnished software is subject to copyright laws and shall not be copied onto other systems that are not authorized.
- The agency is responsible for the maintenance of all Admin-furnished equipment. The employee may be required to bring such equipment into the office for periodic maintenance. The employee must return all Admin-furnished equipment and material to the agency when employment terminates or at the agency's request.

#### 4. Standards of Conduct

- The employee continues to be bound by all Admin standard policies, including but not limited to the Governor's Code of Conduct while working at the home worksite.

#### 5. Security Awareness & Acceptable Use Training

- The employee should complete the appropriate Security Awareness, Privacy Basics and acceptable Use training if possible, prior to beginning telework or as soon as reasonably practical.

Acknowledge to your supervisor that you have received and read these guidelines.