

Policy Title:	Telecommuting				
Policy Number:	DHS-060-026	Version:	2.1	Effective Date:	Upon Approval

Signature on File in the office of the Chief Administrative Officer
Approved by: *DHS Chief Administrative Officer*

10/28/09
Date Approved

Overview

Description: DHS has adopted the Department of Administrative Services (DAS) policy on Telecommuting, HRSD 50.050.01.

Purpose/Rationale: The intent of this policy is to include telecommuting as a work option for selected employees as a means of reducing traffic congestion, improving air quality and enhancing productivity and morale. In addition, DHS perceives telecommute as a viable mechanism to support its business goals.

Applicability: All DHS employees

Failure to Comply: Failure to comply with this policy may result in disciplinary action, up to and including dismissal from state service.

Policy

1. DHS has adopted the following DAS policy for Telecommuting
 - a. HRSD 50.050.01 Telecommuting

Procedures that apply

- DHS-060-026-01, [Telecommuting Procedures](#)

Forms that apply

- DHS 2114, DHS Telecommuting Application - [PDF](#), [Word](#)
- DHS 2116, DHS Employee Telecommuting Self-Evaluation - [PDF](#), [Word](#)
- DHS 2112, DHS Telecommuting Checklist - [Word](#)

References

- DAS Policy: [HRSD 50.050.01 Telecommuting](#)
- State HR Policy 20.005.20 Fair Labor Standards Act, [PDF](#)
- Security Policy- [DHS-090-010](#)
- Privacy Policy - [DHS-100-001](#) and [DHS-100-005](#)
- OIS Customer Service & Support [Service & Support](#)
- IT Asset Management [ITAM](#)

Definitions

- (1) Central Worksite: An employee's permanent workstation.

Telecommuting Site: home, or a work site leased by the state that is closer to the employee's home than their central work site

- (2) Telecommuting: A mutually agreed upon work option between the agency and the employee where the employee performs work at a telecommuting site on regular basis on specified days and at the central worksite the remainder of the time.
- (3) Telecommute site: A worksite alternative to the central worksite. This could be an employee's home or a site in a building owned or leased by the state that is closer to the employee's home than the central worksite.

See Administrative Policy Common Terms

- See [Common Terms](#) for all department-wide support services policies
- See [Office of Human Resources Common Terms](#)

Contacts

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Policy History

- 10/27/2009 - **Version 2.1 added links**
- 01/09/2009 - **Version 2.0 Adoption of DAS Policy**
- 08/12/2002 - **Version 1.0 Initial Release**