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| POLICY AND ADMINISTRATIVE PROCEDURES Manual of Policies and Procedures | | | |

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| Legal References (includes but is not limited to) IC 11-8-5-2 | Related Policies/Procedures (includes but is not limited to) 04-03-102 04-03-103 04-03-111 | Replaces: 04-03-101 (6/1/2013) |
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I. PURPOSE:

The purpose of this policy and administrative procedure is to provide options for the performance of assigned work in alternative locations whether for purposes of departmental efficiency and responsiveness, recruitment/retention of qualified employees, continuity of operations, and/or benefits to the environment by reducing commuter miles traveled.

II. POLICY STATEMENT:

It is the policy of the Department that the performance of duties should be accomplished in the most efficient and responsive manner and with the greatest care in accounting for proper use of public funds. In those circumstances where this can be accomplished in locations other than established State facilities or offices, this policy authorizes the Department to evaluate and permit the use of alternate locations.

To this end, the Department is establishing policy authorizing remote work subject to the guidelines of the State Personnel Director. This policy considers the purpose of this policy, the needs of the Department, the essential functions of the jobs authorized for remote work, and the abilities of affected employees to perform assigned duties in alternate locations. No such policy should result in an adverse financial impact to the Department.

III. DEFINITIONS:

A. **ESTABLISHED WORK LOCATION:** The location to which the employee's position control number (PCN) is assigned.

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- B. REMOTE WORK: Performance of assigned work in a location other than the employee’s established work location via authorized technology.

IV. PROCEDURES:

- A. All workplace policies and performance standards applicable in established work locations are also applicable in remote work locations. Policy violations or failures to meet standards are subject to appropriate corrective action in the same manner as if the policy or standard were violated in the established work location.
- B. Authorized business expenses must be submitted in accordance with Department reimbursement policies.
- C. Employees authorized to work from a remote location must accurately account for the hours they report as worked by documenting work performed and the time the work was performed. An accurate recording of the work performed, and the amount of time spent on that work, must be provided to the employee’s supervisor no less frequently than on the biweekly pay cycle in the format approved by the employee’s supervisor.
- D. When reporting hours through PeopleSoft Time and Labor that were worked remotely, employees must select “REMOTE WORK” from the look-up feature for “User Field 5” in addition to reporting the hours using the Time Reporting Code (TRC) “Regular Work Hours - REG.” These hours must be reported on a separate row from hours worked in the established work location.
- E. No overtime may be worked by employees who are non-exempt under the overtime and minimum wage provisions of the Fair Labor Standards Act without the express, advance approval of appropriate authorities.
- F. Management may revoke authorization for remote work of any employee at any time. Employees authorized to a use remote work location may request to cease using such remote location at any time; however, should the needs of the Department require remote work, affected employees may be required to perform assigned duties in assigned remote locations.
- G. Approval, denial, or requirement of specific remote work arrangements is solely within the discretion of the Commissioner or designee.
- H. Before authorizing an employee to work remotely, Department management must evaluate whether the use of a remote work location meets the operational needs of the Department. To this end, supervisors shall consider all relevant circumstances, including the essential

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functions of the job; whether employees possess the knowledge, skills, and abilities to meet the essential functions of the job while working at a remote location; and whether the employee’s past performance and behavior demonstrates they can reliably perform remotely in the absence of direct oversight.

- I. Once an employee has been approved to work from a remote location, the employee must demonstrate to the employee’s supervisor the remote work location is a suitable replacement for the established work location. Management is responsible for determining the proposed remote work location is suitable. At minimum, a remote work location must be safe, have reliable internet access, a State-issued computer or personal computer capable of safely operating a virtual private network (VPN) and remote desktop, and a phone line (either a State-issued cellular phone, computer based phone line [VOiP], personal cellular phone compliant with Indiana Office of Technology [“IOT”] policies, or a landline).
- J. Any employee approved to work remotely is responsible for ensuring that any dependent care obligations or other personal matters do not interfere with the employee’s job performance or availability during approved remote work time.
- K. Remote work agreement shall be established to include the remote work location, scheduling expectations, equipment needs, and effective dates. Such agreements must be signed by the affected employee and the employee’s supervisor with authority to approve the agreement. However, written agreements are not required for isolated instances of remote work such as may be necessitated by implementation of a continuity of operations plan, emergency conditions, or other similar contingency.

V. RESPONSIBILITIES:

- A. Employees are responsible for:
 - 1. Meeting expectations and completing assignments regardless of the location where the work is performed;
 - 2. Complying with all workplace policies and performance standards, including information technology policies and practices;
 - 3. Reporting any malfunctioning technology or lost or stolen State equipment;
 - 4. Ensuring all software and hardware meet IOT standards for access to the State backbone and all security procedures and virus/malware protection updates are performed regularly;

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5. Working all scheduled hours and/or complying with any notice requirements for requesting use of accrued or other leave benefits;
 6. Adhering to the assigned work schedule and location(s) and maintaining communication with others necessary for meeting expectations and completing assignments;
 7. Ensuring that any dependent care obligations or other personal matters do not interfere with the employee's job performance or availability during approved remote work time;
 8. Documenting work performed and the time spent performing their work;
 9. Accurately recording and reporting hours worked and leave time used no less frequently than on the biweekly pay cycle;
 10. Following all applicable approval procedures before working any hours outside the regular schedule and/or any hours that would constitute compensable overtime; and,
 11. Submitting authorized business expenses in accordance with Department reimbursement policies.
- B. Supervisors are responsible for:
1. Determining operational needs as well as the work schedules and locations necessary to meet those operational needs;
 2. Using available technology and flexible scheduling and location options to the extent compatible with operational needs;
 3. Establishing and enforcing goals, performance standards, and procedures necessary for the team to accomplish assignments without regard to the location(s) of individual members of the work group; and
 4. Taking appropriate action, including discipline and/or revocation of remote work authorization, when an employee fails to abide by all workplace policies and performance standards.
- C. The Department Executive Staff and Division Directors are responsible for:

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1. Determining the extent to which the effective operation of the agency can be accomplished remotely;
2. Consulting with IOT on the use of information technology (including hardware, software, and network and other access) by employees authorized to work remotely;
3. Assessing and measuring anticipated participation in remote work for full time and part time staff and tracking actual participation if an agency-level remote work policy is implemented;
4. Monitoring and measuring agency outcomes and key deliverables to ensure remote work does not negatively impact agency effectiveness;
5. Consulting with Department fiscal officers and/or the State Budget Agency to determine and track costs and savings realized as a result of this policy and administrative procedure; and
6. Seeking and obtaining approval from the State Personnel Director prior to implementation of any remote work policy.

VI. APPLICABILITY:

This policy and administrative procedure are applicable to all Department facilities and staff.

signature on file
Robert E. Carter, Jr.
Commissioner

Date