




Policy Title	Remote Work Policy
Effective Date	6/26/2020
Supersedes	Original
Approval	 State Personnel Director
References	IC 4-15-2.2-10 31 I.A.C. 5-5-1(e) 42 I.A.C. 1-5-13 and IC 35-44.1-1-3 Financial Management Circulars on Travel, Work Stations & Cost Saving Measures State Personnel Department Standardized Policies IOT Policies: Remote Work, Remote Access Technology, Mobile Device, and Mobile Device with BYOD Agency Policies

PURPOSE

To provide options for the performance of assigned work in alternative locations whether for purposes of governmental efficiency and responsiveness, recruitment/retention of qualified employees, continuity of operations, and/or benefits to the environment by reducing commuter miles traveled.

SCOPE

This policy shall apply to all agencies in the executive branch of state government who employ individuals in the State Civil Service and all employees in the State Civil Service whose work may be performed remotely at the discretion of their appointing authority.

POLICY STATEMENT

It is the policy of the State 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 agencies to evaluate and permit the use of alternate locations.

To this end, agencies may establish their own policy authorizing remote work subject to the guidelines of this policy and approval by the State Personnel Director. Any such policy must consider the purpose of this policy, the needs of the agency, 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 agency.



In keeping with the purpose of this policy, any remote work policy established by an executive branch agency with civil service employees must, at a minimum, include the following components:

- 1) 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.
- 2) Authorized business expenses must be submitted in accordance with state reimbursement policies.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) Management may revoke authorization for remote work of any employee at any time. Employees authorized to use a remote work location may request to cease using such remote location at any time; however, should the needs of the agency require remote work, affected employees may be required to perform assigned duties in assigned remote locations.
- 7) Approval, denial, or requirement of specific remote work arrangements is solely within the discretion of the employee's appointing authority or designee.
- 8) Before authorizing an employee to work remotely, agency management must evaluate whether the use of a remote work location meets the operational needs of the agency. To this end, supervisors should consider all relevant circumstances, including the essential 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.
- 9) 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).
- 10) Any employee approved to work remotely is responsible for making child, elder, or other dependent care arrangements for hours worked in the remote location(s) in the same



manner as required for hours worked in the established work location absent express, advance approval from their appointing authority or designee.

A remote work agreement should 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 designated management official(s) 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.

DEFINITIONS

Established work location: The location to which the employee's position control number (PCN) is assigned.

Remote work: Performance of assigned work in a location other than the employee's established work location via authorized technology.

RESPONSIBILITIES

Employees are responsible for:

- meeting expectations and completing assignments regardless of the location where the work is performed;
- complying with all workplace policies and performance standards, including information technology policies and practices;
- reporting any malfunctioning technology or lost or stolen state equipment;
- 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;
- working all scheduled hours and/or complying with any notice requirements for requesting use of accrued or other leave benefits;
- adhering to the assigned work schedule and location(s) and maintaining communication with others necessary for meeting expectations and completing assignments;
- making child, elder, or other dependent care arrangements for hours worked in the remote location(s) in the same manner as required for hours worked in the established work location absent express, advance approval from the appointing authority or designee;
- documenting work performed and the time spent performing their work;
- accurately recording and reporting hours worked and leave time used no less frequently than on the biweekly pay cycle;
- following all applicable approval procedures before working any hours outside the regular schedule and/or any hours that would constitute compensable overtime; and
- submitting authorized business expenses in accordance with state reimbursement policies.

Supervisors are responsible for:

- determining operational needs as well as the work schedules and locations necessary to meet those operational needs;
- utilizing available technology and flexible scheduling and location options to the extent compatible with operational needs;



- establishing and enforcing goals, performance standards, and procedures necessary for the work group to accomplish assignments without regard to the location(s) of individual members of the work group; and
- 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.

Agency management team is responsible for:

- determining the extent to which the effective operation of the agency can be accomplished remotely;
- drafting an agency-level remote work policy that complies with this policy;
- consulting with IOT on the use of information technology (including hardware, software, and network and other access) by employees authorized to work remotely;
- 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;
- monitoring and measuring agency outcomes and key deliverables to ensure remote work does not negatively impact agency effectiveness;
- consulting with agency fiscal officers and/or the State Budget Agency to determine and track costs and savings realized as a result of a remote work policy; and
- seeking and obtaining approval from the State Personnel Director prior to implementation of any remote work policy.

Indiana Office of Technology is responsible for:

- developing and enforcing policies and procedures for the use of and access to information technology (including hardware, software, and network and other access) by employees authorized to work remotely; and
- consulting with agency management and INSPD on security and other information technology matters related to this policy.

Indiana State Personnel Department is responsible for:

- establishing guidelines for agency management on remote work policies and practices;
- interpreting this policy;
- providing advice to agencies concerning remote work policies and practices, including, at its discretion, tools that may be used to effectuate this policy;
- reviewing all agency-level remote work policies for adherence to established guidelines; and
- authorizing agencies to implement remote work policies only if compliant with this policy.

FORMS

56971 Remote Work Readiness Assessment [PDF/Word](#)

56970 Remote Work Feasibility Worksheet [PDF/Word](#)

56972 Remote Work Agreement [PDF/Word](#)

56975 Remote Work Safety Checklist [PDF/Word](#)

56974 Remote Work Log [PDF/Word](#)

56973 Cancellation of Remote Work Agreement [PDF/Word](#)

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