MEMORANDUM

**TO:** [All Agency Staff]

**FROM:** [Agency Head Name], [Agency Head Title]
 [Executive Branch Agency Name]

**DATE:** [Date]

**SUBJECT:** Updated Statewide Telecommuting Policy

During the 2023 Idaho Legislative session, legislators introduced Senate Bill 1191, which set limits on telecommuting for state employees (no more than 15% of the staff at any given time).

The Governor’s Office and the Division of Human Resources (DHR) worked with legislators to discuss their thoughts and feedback about state employee telecommuting. As a result, DHR recently issued an updated Statewide Telecommuting Policy, which must be fully implemented by March 31, 2024. The updated policy is on the DHR website under [Statutes, Rules, and Policies](https://dhr.idaho.gov/statutes-rules-and-policies/).

**The high-level changes within the policy include:**

* Allowance for 20% of an agency’s employees telecommuting at any given time, except for employees working in Idaho’s rural communities.
* Re-emphasized standards for performance related to Promoting Responsible Government, Professionalism, Customer Focus, and Leadership.
* Continued review and approval of out-of-state telecommuting by DHR. Consideration for approval will be based on positions where the work must be performed out-of-state and/or there is demonstrated evidence of difficulty in recruitment within Idaho AND the laws in the other state align with Idaho’s laws.

[OPTION 1 – minimal impact] The updated policy should have minimal impact on [Agency Name] as we are currently under the 20% threshold and do not have any employees telecommuting from out-of-state.

[OPTION 2 – moderate impact] Due to the updated policy, [Agency Name] will review current telecommuting agreements and work with individual employees if updates are needed.

[OPTION 3 – significant impact] Due to the updated policy, [Agency Name] will have all employees with a current telecommuting agreement resubmit a new application to ensure we meet the 20% threshold.

If you are regularly telecommuting as part of an existing telecommuting agreement, you will be required to review and submit a signed copy of the updated standards and expectations by [insert date]. [Insert any additional agency-specific requirements, standards, or expectations.] Contact your supervisor or HR representative [or insert name] if you have questions.

Thank you for all you do for [Agency Name] and the state of Idaho. [Insert optional comment or note to further personalize.]

Sincerely,

[Agency Head Signature/Name]