

**Idaho Division of Human Resources**  
Executive Branch Statewide Policy  
Section 7: Telecommuting

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### 7A. Purpose

The purpose of this policy is to provide the structure for the operation of statewide employee telecommuting<sup>1</sup>.

### 7B. Definitions

For purposes of this policy, the following definitions shall apply:

Alternate Work Location: An approved worksite other than the employee's assigned work location where official state business is performed, including an employee's residence.

Assigned (Primary) Work Location: The location where the employee is assigned and reports to, and where the employee regularly performs their duties.

Field Worker: An employee whose position is field-based and requires them to perform the majority of their primary duties outside of their assigned work location.

Incidental Remote Work: A situation that is not regularly scheduled causing an employee to request to temporarily work from an alternate work location, generally of short duration.

Rural Exemption: An exception from the statewide policy limit of no more than 20% of an agency's staff telecommuting at any given time, available to an employee who is:

- 1) Eligible for telecommuting;
- 2) Approved by their agency to telecommute; and,
- 3) Permanently resides at least fifty (50) or more miles away from the employing agency's nearest office location (within the state of Idaho).

Telecommuting: A regular work practice that involves employees substituting a portion of their typical work week (ranging from a few hours per week to full-time) to work away from the assigned work location, typically at their home, within the State of Idaho, using technology to interact with others as needed to perform work tasks.

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<sup>1</sup> Out-of-state telecommuting must be preapproved by the Division of Human Resource (DHR) Administrator per the Out-of-State [Guidance](#).

Telecommuting Standards and Expectations Acknowledgement: A formal document that details the requirements of an employee's work and other work productivity while away from their assigned work location. A Telecommuting Standards and Expectations Acknowledgement is required for telecommuting.

Work Schedule: The employee's designated hours of work in the assigned work location and/or an alternate work location within the State of Idaho.

## **7C. General Requirements**

Agencies may offer telecommuting schedules but must ensure that no more than 20%<sup>2</sup> of their permanent workforce scheduled to work on any given day is out of the office at any given time<sup>3</sup>, with the exception of employees who are deemed a rural exemption. This policy does not apply to employees while performing fieldwork.

### 7C1. General Provisions

7C1a. Telecommuting is not an employee right; its use rests at the discretion of the agency appointing authority or designee and can be terminated at any time without notice.

7C1b. An agency may suspend or terminate an employee's telecommuting schedule at any time based on, but not limited to, declining performance, violation of Telecommuting Standards and Expectations Acknowledgement, or for organizational benefit. Reasonable notice to the employee is recommended, if feasible. An employee may terminate their telecommuting schedule at any time unless telecommuting work is a condition of employment.

7C1c. Telecommuting training is required prior to the start of telecommuting<sup>4</sup>. Training may be required on an annual, or as needed basis, depending on employee and/or organizational changes.

7C1d. The agency must issue a Telecommuting Standards and Expectations Acknowledgement to ensure all work is completed in an efficient and measurable manner.

### 7C2. Eligibility Consideration

7C2a. DHR recommends employees have at least an "Achieves Performance Standards" performance appraisal rating to be eligible to telecommute. In some cases, agencies may modify this to their needs and allow employees to telecommute prior to receiving a performance appraisal.

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<sup>2</sup> Unless otherwise provided for by a federal law.

<sup>3</sup> Agencies with fewer than five (5) employees should work with the Division of Human Resources for implementation.

<sup>4</sup> See 7E.

7C2b. Telecommuting may not be suitable for all employees and/or positions; therefore, agencies should implement telecommuting based on specific criteria consistently applied throughout the agency. Allowing the option for telecommuting is at the agency's discretion. Employees must obtain supervisor and agency approval prior to telecommuting.

7C2c. Supervisors and agency leadership should review employee telecommuting schedules annually in conjunction with their annual performance appraisal.

7C2d. If an employee transfers to a new position either within the agency or the State, the telecommuting schedule does not transfer.

### 7C3. Standards of Conduct, Work Performance, and Professionalism

7C3a. The employee continues to be bound by all applicable State and federal laws, and agency policies while telecommuting<sup>5</sup>. Employees continue to be bound by the statewide performance expectations of Customer Focus, Professionalism, Promoting Responsible Government, and, where applicable, Leadership. Agencies must ensure clear performance expectations and objectives are set and evaluated to ensure the employee is meeting productivity and performance standards.

7C3b. Employees must be available during telecommuting hours via phone and email, the same as if the employee was working at their assigned work location, unless other arrangements are made in advance with their supervisor.

7C3c. Employees will not hold in-person business visits or meetings with professional colleagues, customers, or the public at their alternate work location.

### 7C4. Time and Attendance, Work Schedules, and Overtime

7C4a. **Work Status and Responsibilities.** Employees' compensation, benefits, work status and work responsibilities will not change due to participation in telecommuting. The amount of time that employees are expected to work per day or per pay period will not change as a result of participation in telecommuting. If employees are unable to work a full telecommuting day, they shall code accrued leave, such as compensatory, vacation, or sick leave for the hours not worked.

7C4b. **Work Schedules.** Work schedules for employees must comply with the Fair Labor Standards Act and all applicable State laws and policies. The employee is required to follow normal agency procedures regarding the requesting and approval of overtime, compensatory time, and leave. The

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<sup>5</sup> Including, but not limited to, IT security and equipment, safety, Workers' Compensation, and other liabilities.

number of days in a week that employees may telecommute is at their supervisor and agency's discretion.

7C4c. **Compensable Travel Time.** For full-time telecommuting employees, where their residence is their official work location, any travel time must be in compliance with the [Statewide Travel Policy](#).

7C4d. **Outside Employment.** As required for all state employees, all outside employment must be disclosed in accordance with the [Conflict of Interest Policy](#).

7C4e. **Incidental Remote Work Time.** From time to time, employees may need to work remotely on an ad hoc basis for a variety of reasons such as inclement weather, medical appointments, conference or training attendance, or other personal appointments<sup>6</sup>. This incidental remote work occurs on a non-routine basis and is not part of a preapproved telecommuting schedule thus incidental remote work is not considered telecommuting for the purposes of this policy.

#### 7C5. Recordkeeping and Reporting

7C5a. **Records.** Agencies must retain records on employee telecommuting, including the employee's Telecommuting Application and the Telecommuting Standards and Expectations Acknowledgement.

7C5b. **Reporting.** Agencies are expected to monitor and ensure compliance with this policy.

### 7D. Forms

Telecommuting Application

Telecommuting Standards and Expectations Acknowledgement

### 7E. Resources and Training

Agency-specific expectations may require ongoing or repeat training when necessary.

Employee Telecommuting Training

Supervisor Telecommuting Training

Cyber Security Training

Telecommuting Guidance and FAQs

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<sup>6</sup> Incidental remote work may need to be preapproved per agency-specific policies.