

Idaho Division of Human Resources
Executive Branch Statewide Policy
Section 7: Telecommuting
Standards and Expectations Acknowledgement

The employee, supervisor, and agency appointing authority or designee should outline and agree on standards and expectations prior to telecommuting beginning. This document does not grant additional rights for employees, and it does not establish a contract for employment where one does not already exist. This document should accompany additional agency-specific standards and processes related to telecommuting.

7.1 Workplace Standards

- a) The agency and employee understand that telecommuting shall be governed by the same state personnel policies as those applicable to employees at the agency's central workplace except as modified by this acknowledgement.
- b) Employee may be required to return to the agency's central work location on scheduled telecommuting days based on operational requirements.
- c) Employee agrees to perform telecommuting work at the agency-approved alternate work location(s) and times defined in their application unless they notify and receive explicit approval from a supervisor to temporarily shift telecommuting work to another alternate work location or time period.
- d) The employee shall maintain a professional decorum.
- e) Employees may not allow nonwork-related events, activities, persons (e.g. a spouse, partner, children, or nonwork-related visitors) or pets who share the alternate work location to disrupt or interfere with their workday or job performance.
- f) During the employees' agreed upon work hours, they must be present in their workspace and reachable by telephone, chat, e-mail, or other established methods for their supervisor, team members, or customers.
- g) The Agency may terminate telecommuting at any time (reasons include, but are not limited to, declining performance and organizational benefit). Reasonable notice to the employee is recommended when feasible.

7.2 Workplace Performance Expectations

- a) The supervisor must meet with the employee on a regular basis (typically weekly or biweekly) to receive assignments and to review completed work.
- b) The employee will complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and expectations stated in the employee's job description and performance appraisal (just as they would if they were at their assigned work location).
- c) As a State of Idaho employee, the employee shall maintain the statewide expectations of professionalism, customer focus, responsible government, and, where applicable, leadership:
 - i. Professionalism includes the quality of work, dependability, and interaction with others;
 - ii. Customer Focus means providing exceptional service to the agency's customers;
 - iii. Promoting Responsible Government encompasses productivity, efficiency, safety, and adaptability to change;

- iv. Leadership¹ encompasses evaluating employee competence to motivate and efficiently manage resources in achieving the agency's mission.
- d) Poor performance may result in suspension or termination of telecommuting and/or additional recourse.

7.3 IT Security, Equipment, and Confidentiality

- a) The employee will apply approved safeguards to protect agency and state records from unauthorized disclosure or damage and will comply with all records and data privacy requirements set forth in state law. Each agency must require employees to abide by all State of Idaho rules and policies regarding the security and confidentiality of information, including computer data and files.
- b) The agency must address employee computer usage (and related devices) and ensure it meets information security standards. The employee is responsible for acquiring applicable internet access and related equipment.
- c) The state will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence.
- d) Nothing in this document obligates the agency or the state to purchase furniture or equipment solely for the purpose of telecommuting and the employee is responsible for servicing and maintaining their own equipment.

7.4 Safety, Workers' Compensation and Other Liabilities

- a) Workers' Compensation and Injuries to Third Parties. An employee, while working at their alternate work location, who suffers an accident or injury is required to follow the statewide reporting procedures for the accident or injury. The State of Idaho's workers' compensation laws and rules will be the presiding authority for any such accident or injury for an employee who is telecommuting. (Additional agency requirements apply if an employee's work location is not in the State of Idaho – See Resident Taxing State Outside of Idaho).
- b) Alternate Work Location Safety. The employee is responsible for designating one area in the alternate work location that is suitable for the performance of official business, and potential exposure to liability is restricted to that designated area.
- c) An employee who is directly engaged in performing their official duties is covered by all applicable state employee workers' compensation acts while working at the alternate work location and is required to follow reporting procedures of any accident or injury at the home worksite. The State's potential exposure to liability is restricted to the official workstation for the purposes of telecommuting.

Employee Acknowledgement _____ Date _____

cc: Agency Human Resource Office

¹ Only for employees who are supervisors.