

## TELECOMMUTING POLICY FAQs

### Statewide Policy

- The revised telecommuting policy is statewide. Therefore, agencies may use the statewide policy as it stands. An agency can further detail agency specific attachments/amendments as long as it does not deviate from the statewide policy. Agencies are not required to have their own amendments to the statewide policy. Should an agency choose to draft an agency-specific policy, nothing in the agency policy should be in direct conflict of the statewide policy.
- Agencies do not need to create their own policy and their own forms.

### Occasional, Temporary or Emergency Telecommuting

- If an employee requests to work from home due to an emergency for a few days, or on occasion, they are not required to complete a telecommuting application and/or agreement. Should the temporary arrangement continue into a consistent pattern or practice, the employee is required to submit a formal application for consideration.
- The revised statewide policy is separate and apart from any temporary emergency-use telecommuting policy such as the Temporary COVID 19 Telecommuting Policy.

### Out-of-state telecommuting

- Any references to “within the State of Idaho” were kept since any telecommuting work done out of state is an exception to policy and must be approved in advance by DHR, DFM and SCO.
- Policy states that DHR, DFM and SCO must approve any out-of-state telecommuting agreements. Procedure: Agencies may submit the application to DHR who will route to appropriate approval agencies.

### Performance

- DHR recommends an achieves performance rating or higher on performance evaluations; however, agencies have the ability to modify this to their needs. For example, making an agency specific requirement of “Solid Sustains” or higher. We do recommend at least “Achieves.”
- Employees will be required to demonstrate that work performed at alternate work location is completed in an efficient and measurable manner, just as they would if they were at their regular work location.
- In addition to performance management tools already in place, DHR has created a **Telecommuting Sample Work Plan** for supervisors to use with employees which will allow the employee and supervisor to provide a detailed work plan, as well as communicate supervisor expectations, and any agency expectations and conditions. The Sample Work Plan can be found with the Telecommuting Resources.

## **Training**

- Many agencies have asked if training is encouraged. Training will be required by both the employee and supervisor prior to the approved telecommuting agreement. This training is provided by DHR and is available through each employee's KnowBe4 account.

## **Teleworking timecode**

- New timecodes are being developed for use when telecommuting pursuant to this policy. Employees (excluding employees who are designated as executive exempt) shall record hours worked while telecommuting using those timecodes. These are separate and apart from any COVID-related timecodes.

## **Timeframe/Duration**

- Telecommuting agreements are approved with a beginning date and end date in mind. These are not permanent agreements and should be reviewed on at least an annual basis. Agencies can institute a "trial period" in which they observe performance, ensure operational needs are met and measure the success of the telecommuting agreement.

## **Information Technology**

- Any details submitted regarding IT tools such as specific video conferencing tools or software preferred by an agency are not included in the policy; however, they can be part of an agency specific attachment to this policy.
- All IT policies that govern individual agencies will still be applicable when an employee is telecommuting.

## **Agreement Template**

- Telecommuting Agreement template may be amended or modified for agency use so long as the agreement is consistent with this policy.

## **Job Classification Assessment Tool**

- This is a tool to assist agencies in identifying positions that may be eligible for telecommuting. Use of the tool is optional and not required.
- If an agency determines a classification is eligible for telecommuting, this does not require that every person within that classification telecommute.