

## A&R Telecommuting FAQs

This is only the interim agreement. We still are negotiating/arbitrating several issues

- Types of Telecommuting.
  - Routine Telework
    - Employees who telework as part of their regular schedule
  - Intermittent Telework
    - Employees who telework as approved with no regular telecommuting schedule
- Who gets to telecommute?
  - Almost all of A&R
    - Exceptions
      - Job titles that require physical presence at the job site
        - i.e., bookstore clerks, corrections officers (yes, I know they are not A&R)
      - Hazardous Duty jobs
        - For now, all employees that qualify for hazardous duty pensions are excluded from telecommuting. We are preparing this issue for arbitration.
      - You cannot telecommute during a working test period (promotional or new hire).
      - Currently, trainee classes are not eligible, but this is the subject of ongoing negotiations.
- How often can you telecommute?
  - The interim agreement contemplates that employees may be out of the office for up to 50% of the work week.
  - For employees on a regular 5-day schedule, those employee can telecommute two days a week.
  - For employees that are on a 5/4 schedule, those employees can telecommute two days on their five day week and 1 day on their 4 day week.
- What can you do during your telework hours?
  - Work (that is all)
  - You cannot
    - Care for dependents
    - Work a second job
    - Nap
    - Fix the faucet in the downstairs bathroom that your wife has been asking you to fix for the past six months and you say that you are going to get to it, but by the time you get home the kids are going to bed and you can't make any loud noises.
- From where can you telecommute?
  - An approved telework location (almost always the employees home)
  - Must be safe and have the furnishings needed to do your work.
  - Your employer can send someone to inspect or check up on a teleworking employee at the teleworking location during work hours "with notice"
    - How much notice the employer must provide is not detailed in the agreement.

- What equipment do you need to telecommute
  - This was a source of major disagreement!
  - Ultimately, the state can mandate that you use a state issued laptop. However, the agreement leaves open the door to use a personal laptop with approval from the agency and from *DAS/BEST* (Department of Administrative Service Bureau of Enterprise Systems & Technology).
  - If the state denies your Telecommuting application b/c they do not have a laptop available for you to use, then please notify A&R at [telework@andr.org](mailto:telework@andr.org) so we can bring the issue to the Telecommuting committee.
- How to conduct yourself while telecommuting?
  - Act like you are at work!
    - Everything you do is subject to FOIA
    - You must comply with all of the Agency and statewide policies
    - You must keep your work secure and confidential.
- Call backs
  - An employer can call a teleworking employee back to work.
- How to Apply to Telecommute
  - Complete a Telework Application
    - Everyone should do this even if they don't want to do routine telework because it will give them the option to do intermittent telework later.
  - Notes on the application
    - Most of the application is self-explanatory
    - If teleworking from home, you must provide a copy of your renters or homeowners policy.
      - If you don't have a policy, you may be denied telecommuting.
    - Dependent care question
      - If someone requires care at your telework location you must provide documentation that you will not be responsible for such care during work hours..."documentation" is not defined.
    - Documentation of outside employment and income
      - We fought this, but you must provide this as part of the application.
  - Describing your duties and materials needed.
    - Only describe what duties you will do **while telecommuting**.
    - There is no standard by which keeping materials confidential is measured.
      - i.e., don't buy a safe to telecommute. If they say it is a requirement, notify A&R at <mailto:telework@andr.org>
  - Telework Security agreement.
    - Mostly duplicative of the application, but required and more specific.
- Our advice, when you submit your application, include a note with something to the effect of:
 

*"If there is anything present or absent from this application that would prevent your prompt review and determination, please let me know as soon as possible so I may attempt to remedy the issue. If any modification of the application would enable approval rather than denial (e.g., Monday and Tuesday telecommuting rather than Thursday and Friday) please kindly let me know promptly so I may consider a potential revision to the application.)"*