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| Policy: Telework Program (Utah Works) | Effective Date: January 1, 2020 |
| Number: 710 –2-002 | Reviewed/Revised: July, 2022 |
| Authorized By: Jill Remington Love, Executive Director | |
| Authority: DHRM Rule 477-8-2. | |

Purpose:

The Department of Cultural and Community Engagement (CCE) is committed to maintaining a work environment that is safe and empowering for employees, and that promotes the individual value of each Department employee. This Telecommuting Policy is designed to promote this commitment.

CCE recognizes that a carefully planned Telework/Telecommuting Program in association with the **Utah Works Program** will benefit the Department by improving employee effectiveness, productivity and morale; reducing absenteeism; enhancing employee recruitment and retention; and improving energy efficiency and air quality. The Department also provides an opportunity for Commuter Telecommuting as an incentive for employees to take public transportation to and from work. CCE encourages all programs and divisions with employees that are Teleworking/Telecommuting to view all employees as Teleworkers/Telecommuters by putting in place all recommended strategies for successful Teleworking and to consider performance over presence.

Eligibility:

Employees in all divisions within Cultural and Community Engagement who have completed probation and are successfully performing their job duties are eligible to be considered for Telework/Telecommuting. Certain positions that require an employee to be present at a CCE office location will not be eligible for Telework/Telecommuting.

Telework/Telecommuting is not an employee right nor a universal benefit, but is available to employees whose work can be effectively and efficiently accomplished outside of the traditional office environment. Telework/Telecommuting will only be considered if mutually beneficial for the agency and the employee. Department/Division management reserves the right to initiate, terminate, or suspend a Telework/Telecommuting arrangement at any time. DHRM Rule 477-8-2

Definitions:

“Telework/Telecommuting”: Use of telecommunication technology to transport information, rather than people, to and from the workplace, and is an arrangement that CCE may choose to make available to eligible employees when a mutually beneficial situation exists. Telework/Telecommuting refers to Remote, Mobile, Regular/Recurring and Ad Hoc Telecommuting, Red Air Day Teleworking and Commuter Telecommuting.

“Utah Works Program”: The intent of the *Utah Works* program is to: increase productivity, decrease commute emissions, increase employee morale and retention, expand access to State jobs into rural Utah and reduce costs associated with office space. Utah Works recognizes four types of work profiles: Remote, Mobile, Adaptable, and Resident.

“Alternative Work Location”: For the purpose of this policy, “alternative work location” refers to an approved, designated area in the Teleworker’s dwelling or at another location outside of the CCE traditional office environment (also known as Remote Work Environment).

“Free Addressing Workspaces”: Free Addressing Workspaces include a range of unassigned workspaces that are shared and available for use by any CCE or other State employee. Free Addressing Workspaces can be accessed on a first-come first-served basis or reserved based on specific needs.

Policy:

1. CCE does not, as a rule, fund special equipment or reimburse for home internet access to accommodate participation in the Telework/Telecommuting Program. Exceptions will be reviewed by the Department Executive Director on a case-by-case basis. State-owned equipment is always subject to [DTS security and acceptable use standards](#).
2. Employees may initiate a request to participate in the Telework/Telecommuting Program at any time. Employees who receive supervisor approval to participate in the Regular/Recurring, Remote Work, Mobile Work or Commuting Telecommuting Program must enter and abide by the details of the Telework/Telecommuting performance measures as outlined in the Performance Management System, sign an Employee Acknowledgement and Remote Work Agreement, and adhere to this policy. Telework/Telecommuting is not a right and can be revoked.
3. Teleworking employees participating as Remote Workers in the Utah Works program must be aware of any performance measurements that will be reported to GOMB every month.
4. As per DHRM Rule, Telework/Telecommuting Agreements will be reviewed annually.
5. Employees participating in Ad Hoc Telework should work directly with their supervisor for authorization. A Telework Agreement is not required for Ad Hoc Telework.
6. Employee participation in the Telework/Telecommuting Program is voluntary. Employees may discontinue participation at any time, for any reason, upon written notice to their supervisor.
7. If an employee’s duties and responsibilities change, the feasibility of a Telework/Telecommuting arrangement may be impacted.
8. Teleworking/Telecommuting employees shall comply with all applicable laws, state administrative rules, regulations, policies and procedures, including but not limited to the State of Utah Department of Technology Acceptable Use Rule and Government Records Access and Management Act (GRAMA).
9. Teleworkers shall perform official duties during working hours at the alternate worksite. Teleworkers shall not provide care for children, elders, or others who would otherwise require a provider’s care during working hours.
10. Employees using Free Addressing Workspaces must clear the workspace of all work and personal items after use.

Types of Telework/Telecommuting:

1. **Remote Work:** Remote work provides a qualified employee the opportunity to **work at a place other than a regularly assigned office location, such as the employee’s residence or**

an alternate location approved by the employee's supervisor. An employee using this arrangement will only be in the regularly assigned office for a maximum of two days per week or on a schedule mutually agreed upon by the supervisor and the employee. On the days the employee is not scheduled to work remotely, the employee will report to his or her regularly assigned office location. In most cases, the workspace the employee will work in will be an unassigned shared workspace (Free Addressing Workspace) provided by CCE. Remote workers' official work location will be either an assigned regular office location or their approved alternate location as agreed on in the Employee's Acknowledgement and Telework Agreement.

2. Mobile Work: Mobile Work arrangements **provide flexibility of work locations for employees whose responsibilities require them to be away from the office for much or all of the regular workday due to community interaction or other job requirements.** A Mobile Worker **will be assigned to a regular office location but will likely not be assigned a permanent workspace.** Instead Mobile Workers will utilize the Free Addressing Workspaces when reporting to the regularly assigned office location.

3. Adaptable Work: Adaptable Workers are employees whose primary place to conduct work is in a regularly assigned building, but who frequently collaborate with different groups or whose functions require them to be mobile within their facility for the majority of the day. Adaptable employees utilize Free Addressing Workspaces as necessary.

4. Resident Work: Resident Workers are employees whose work is primarily conducted at a single space in a regularly assigned office location. Resident Workers **infrequently collaborate with others, their job functions may require work to be done in a specific location, or they spend the majority of their time at their workspace.** Resident Workers are assigned to a primary workspace within their regularly assigned office, though they may use Free Addressing Workspaces when in other State buildings.

5. Regular and Recurring Telework: CCE provides for a regular and recurring Telework Agreement where a qualified employee works at an approved alternate worksite for some portion of the work week or pay period- not to exceed two work days per week (see Remote Work). Regular and Recurring Teleworking employees will report to their assigned workspaces for the remainder of the work week. Regular and Recurring Telework participation requires supervisor permission and a signed Telework Agreement in the employee's UPM.

6. Ad Hoc Telework: An Ad Hoc Telework arrangement means an arrangement under which an employee may periodically work at an alternate worksite to complete one-time or unique assignments that can be performed away from the traditional office.

7. Commuter Telecommuting: If an employee is a passenger on public transportation and has the desire and capability to complete work while in transit, s/he may, with supervisor's permission, work during commute time. An employee should not work more than 1 hour per workday while Commuter Telecommuting unless prior approval has been granted by the supervisor. Employees must have the required equipment (laptop, iPad, phone, etc.) to work while in transit. Employees choosing to regularly work while commuting will be asked to sign a Commuter Telecommuting Agreement.

8. Red Air Day Commuter Telework/Telecommuting: On Red Air Days, as identified by the Utah Division of Air Quality, all CCE employees, with or without a signed Telecommuting Agreement, may work up to 1 hour per workday during their commute time on public transportation. Work schedules may not change and employees must arrive to work at their regularly scheduled time. As such, employees will accrue comp time if they choose public transportation on red air days. Only comp time will be allowed to accrue. If an employee has opted for overtime pay rather than

comp time, they are not eligible for this benefit. This policy only applies to red air days identified by the Division of Air Quality.

CCE also encourages employees to Telework on Red Air Days. Prior supervisor approval must be obtained before this can occur. This would be considered Ad Hoc Telework, and a signed agreement is not necessary.

Procedure:

1. Employees participating in the Regular/Recurring, Remote, or Commuter/Telecommuting programs must include the agreed upon parameters of the Telework/Telecommuting plan in the Performance Management System (UPM) along with appropriate performance measures.
2. Supervisors should confer with Division Directors before entering into a Telework/Telecommuting agreement with eligible employees.
3. Supervisors of any Teleworking employees are required to take “A New Workplace Supervisor Training”:([https://utah.sabacloud.com/Saba/Web_spf/NA1PRD0101/common/leclassview/dowbt-DHRM MANAGING TELEWORKERS 2019](https://utah.sabacloud.com/Saba/Web_spf/NA1PRD0101/common/leclassview/dowbt-DHRM_MANAGING_TELEWORKERS_2019)) as well as a Teleworking Performance Measures training: <https://gomb.utah.gov/a-new-workplace-modernizing-where-how-and-when-utah-works/>
4. Employees wishing to Telework are required to take on-line Telework Training: [https://utah.sabacloud.com/Saba/Web_spf/NA1PRD0101/common/leclassview/dowbt-DHRM SUCCESSFUL TELEWORKING 2019](https://utah.sabacloud.com/Saba/Web_spf/NA1PRD0101/common/leclassview/dowbt-DHRM_SUCCESSFUL_TELEWORKING_2019)
5. Supervisors must be made aware and agree to a Teleworking employee’s alternative workspace. The Teleworking employee will provide a picture of the alternate workspace to be uploaded to their UPM.
6. Candidates for Telework/Telecommuting must read the Telework/Telecommuting Policy and agree to comply with the Telework/Telecommuting Agreement, including the annual review of the Telework/Telecommuting agreement and performance measures as part of the employee’s annual review in the Performance Management System as well as report any monthly Performance Measures as required.
7. The supervisor and Teleworking/Telecommuting employee are responsible to review and, if necessary, modify the employee’s performance plan to accommodate Telework/Telecommuting. The Telework/Telecommuting Agreement will be evaluated by the supervisor and the employee as needed, but at least annually.
8. With the appropriate request and approval in place, the employee will become a Teleworker/Telecommuter.