This document provides information on initiating remote work.

STARTING THE CONVERSATION

Discussions around working remotely can be initiated by either you or your manager.

Agencies strive to provide remote work opportunities for all employees who are interested. This may mean brainstorming different ways how assigned duties are performed, identifying ways to overcome technology barriers and working outside of the normal 8-5 schedule.

Some duties are inherently not suited for remote work. These may include duties that provide direct care, require face-to-face contact with members of the public or work with high security data or systems.

At a minimum, employees and manager agree on:

- ✓ The amount of hours/days each week you work remotely
- ✓ Which duties will be performed remotely (if not full time remote work)
- ✓ How communication will remain flowing between you and your manager, co-workers and customers while working remotely
- ✓ What equipment, devices and supplies are needed

Employees document the agreement, acknowledge the Remotely Working policy and Agreement, as well as record state owned devices and equipment used at the remote workplace in Workday.

Remote working may be done on an as-needed basis. This is recorded in Workday, as well, and the days of the week are left unmarked.

It's important to remember, employees who work remotely must:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available during scheduled working hours.