



## **DoIT TELEWORK FREQUENTLY ASKED QUESTIONS**

### **What is the process to follow to have a telework policy?**

Follow the DoIT Telework Procedure document.

### **I am a part-time employee can I still telework?**

Employees eligible for telework must be employed on a full-time and permanent basis.

### **I am returning from a leave of absence, can I continue with my previous telework agreement?**

Employees previously participating in a telework assignment are not assured of a telework assignment when returning from a leave of absence.

### **How often does a telework agreement get reviewed?**

Each Telework Request and Agreement form (TRAF) must be reviewed by the employee and the employee's supervisor after thirty (30) days in the first year it is in effect. It must then be discussed and renewed annually on 30 June.

### **If I change jobs or a new supervisor is hired is my telework agreement still valid?**

Whenever there is a major job change (such as a promotion or whenever the teleworker changes positions) the telework policy needs to be reviewed. Sections supervisors and Division Directors are encouraged to continue teleworking agreements in the event of changes in management.

### **Can my telework agreement be used for child or adult care?**

Telework is not intended to serve as a substitute for child or adult care.

### **Can I use my own PC/office equipment when I telework?**

You may use your own office equipment. All policies in regards to confidentiality of data still apply regardless of equipment used in your telework environment. If the work requires remote access to the state's networked resources, the Personally Owned Device Policy shall be enforced.

### **If my home office equipment crashes while teleworking will the state assist with troubleshooting my issue?**

DoIT assumes no responsibility for employee-owned equipment that may be used and incidental to the employee's telework activities. Maintenance and repair of equipment used by a teleworker is the responsibility of the owner of the equipment.

### **In the event my equipment malfunctions do I need to report to my central office?**

The teleworker must notify his or her supervisor immediately. Depending on assigned duties, the teleworker may be required to report to the official headquarters until the equipment is usable.

**If using state owned equipment in a telework environment do the same computer use policies apply as if I were at the office?**

All computer use policies do apply. In a telework environment:

- State-owned equipment may be used only for legitimate state purposes by authorized employees. Employees are responsible for protecting state-owned equipment from theft, damage and unauthorized use.
- State-owned equipment used for telework will be maintained, serviced and repaired by DoIT.
- The employee is responsible for returning all state-owned equipment to the central workplace or a designated location for repairs or service as frequently as required by DoIT.

**If I get injured at home during a telework day and time will the state compensate me?**

If an employee incurs a work-related injury while teleworking, worker's compensation laws and rules apply just as they would if such an injury occurs at the official headquarters. Employees must notify their supervisor immediately and complete all necessary appropriate documents regarding the injury.

**If the state closes all state offices for the day will I still telework if scheduled for that day?**

Employees who have been approved for telework shall not receive additional leave or comp time for periods of governor approved inclement weather closings. An employee who was approved for telework for that day remains on telework.

**Will everyone be able to telework in DoIT?**

Telework opportunities are based on program requirements as determined by management and shall be applied pursuant to the Telework policy and the TRAF.

**If someone needs to travel to a meeting from home and they are not traveling to their headquarters will they receive mileage reimbursement?**

Mileage reimbursement regulations shall apply.