


<b>SUBJECT TELEWORK</b>	<b>POLICY NUMBER 5.17</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> To establish department policy and procedures for the implementation and monitoring of telework.		

**I. AUTHORITY**

Section 110.171, Florida Statutes, State Employee Telework Program.

**II. RELATED POLICIES**

- MP 3.06 – Disciplinary Process
- MP 3.07 – Maintaining a Drug and Alcohol Free Workplace
- MP 3.08 – Ethics and Personal Responsibility
- MP 5.01 – Attendance and Leave
- MP 5.20 – Worker’s Compensation
- MP 8.01 – Information Technology Security
- MP 8.03 – Acceptable Use of Information Technology Resources
- MP 8.04 – Requesting Information Technology Services
- MP 11.09 – Travel and Reimbursement

**III. DEFINITIONS**

- A. Telework – Work arrangement that allows a member to conduct all or some of their work away from the official worksite during all or a portion of the member’s established work hours on a regular basis.
- B. Telework Agreement – The agreement between the member and their appropriate division management that specifies terms and conditions of the telework assignment.

**IV. POLICY**

It is the policy of the department to determine which positions are appropriate for telework and to allow eligible members to participate in a telework program, provided the member’s normal job duties can be performed at home or other location that is not the member’s official worksite.

Members approved for telework assignments must meet all established performance and conduct standards while teleworking. These assignments must be supportive of

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Origination Date</b> 01/01/1997
<b>Page</b> 1 of 3	<b>Effective Date of Latest Revision</b> 06/22/2021

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

<b>SUBJECT</b>  TELEWORK	<b>POLICY</b> 5.17	<b>PAGE</b> 2 of 3
--------------------------------	-----------------------	-----------------------

department needs and meet specifically identified needs of the appropriate division. Each division may develop further guidelines for telework within their areas so long as they are consistent with the requirements of this policy.

## **V. ROLES AND RESPONSIBILITIES**

A. Division Director or designee's responsibilities include:

1. Ensuring established positions are reviewed as needed, but on no less than an annual basis, to assess each position's appropriateness for telework and reporting any changes to the Chief of Personnel Services.
2. Reviewing Telework Agreements and approving if appropriate.

B. Bureau Chief or designee's responsibilities include:

1. Assessing the appropriateness of a position for telework.
2. Reviewing and approving Telework Agreements after assessing a member's eligibility for telework in accordance with section A.2.

C. Chief of Personnel Services' responsibilities include:

1. Ensuring members who have been approved to participate in the telework program are identified in the People First System.
2. Maintaining a list of all positions that have been identified as appropriate for telework.
3. Specify telework requirements in any recruitment activities where telework is a requirement of the position.

D. Supervisor responsibilities include:

1. Ensuring that a member's participation in telework assignment complies with policy and procedures at all times.
2. Establishing reasonable conditions to ensure the appropriate use, installation, and maintenance of equipment or items for official purposes only.
3. Establishing a work plan with the member that describes job duties to be performed, the level of performance expected, and how performance will be monitored and evaluated.
4. Monitoring the member's performance and compliance with the Telework Agreement and department policies.

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

<b>SUBJECT</b>  TELEWORK	<b>POLICY</b> 5.17	<b>PAGE</b> 3 of 3
--------------------------------	-----------------------	-----------------------

5. Maintaining consistent contact and communication with the member.
  6. Ensuring a new Telework Agreement is submitted if any changes to the assignment are made.
  7. Ensuring each member submits an updated Telework Agreement on annual basis no later than June 30th each year. If the member's teleworking circumstances change during the year, the supervisor will ensure an updated Telework Agreement that outlines the new circumstances is completed and approved at that time.
  8. Provide at least 30 calendar days' written notice of any intent to impose or remove a requirement to telework and at least 15 calendar days' written notice of any intent to revise the terms and conditions of the current telework arrangement to any member whose position requires them to telework. For those members who are approved to telework but whose position does not require them to telework, provide notice of termination of the telework agreement as soon as possible.
- E. Member responsibilities include:
1. Submitting an approved Telework Agreement no later than June 30th of each year and complying with all terms.
  2. Meeting all performance standards and work requirements and following established policies and procedures.
  3. Protecting department-owned equipment, software and documents against damage and unauthorized use.
  4. Complying with all state laws and rules, policies and procedures as well as the provisions of their Telework Agreement.
  5. Adhering to the instructions listed in the "Telework DO's and DO NOT's" document.

## VI. PROCEDURES

Members are required to adhere to all guidelines documented in the "Procedures for Telework" provided by the Bureau of Personnel Services.

Members must also comply with instructions outlined in the "Telework DO's and DO NOT's" and the Information Security Policy Manual provided by the Office of Enterprise Security Management.