


SUBJECT Telework and Work at Home Program	POLICY NUMBER 5.17	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services		
PURPOSE/SCOPE: To establish Department policy and procedures for the implementation and monitoring of a telework and work at home program.		

I. AUTHORITY

Section 110.171, Florida Statutes, State Employee Telecommuting Program

II. DEFINITIONS

- A. Eligible Member - A Career Service or Selected Exempt Service member whose performance record and work history are exemplary, and whose job duties are appropriate for telework.
- B. Telework - Mutually agreed to work arrangement where eligible members are authorized to perform their normal job duties and responsibilities through the use of computers or telecommunications at home or another place apart from the member's usual place of work.
- C. Telework and Work at Home Coordinator - The Chief of Personnel Services or designee within the Office of Workforce Programs.
- D. Work at Home - A short-term arrangement of two months or less for situations where the member is able to work but temporarily unable to perform their job duties in the office due to a temporary medical condition or when they serve temporarily as a caretaker.

III. POLICY

It is the policy of the Department to allow eligible members to participate in a telework program or work at home program provided the member's normal job duties can be performed at home or another place apart from the member's usual place of work. Members approved for telework or work at home assignments must meet all established performance and conduct standards while teleworking or working at home. These assignments must be supportive of department needs and meet specifically identified needs of the appropriate division. Divisions may develop further guidelines for telework and work at home assignments within their division based on the requirements of this policy.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 01/01/1997
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STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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IV. PROCEDURES

A manual entitled “Procedures for the Telework and Work at Home Program” is available at the Office of Workforce Programs Bureau of Personnel Services’ Staffing Office website.