

### 30-1 Purpose

Telework is a component of the Governor’s “Building a Modern Work Environment” [Executive Order 16-07](#) and WSDOT’s *Building a Modern Work Environment* [Executive Order 1099](#). Telework is an important tool for achieving a resilient results-oriented workforce, allowing WSDOT to be more adaptive and responsive to customers and optimizing our facility footprint. A mobile workforce provides staff flexibility in how, when, and where work gets done so employees can have work/life balance, improved wellness, increased job satisfaction and engagement.

Telework is a cooperative arrangement between the supervisor and employee. Prior to an employee being eligible to telework, their position must be approved as telework suitable. Agency policies and procedures, performance expectations, and rules that govern an employee’s employment remain applicable to teleworking employees. Participation in the Telework Program is voluntary. No employee is entitled to, or guaranteed, the opportunity to telework.

### 30-2 Telework definitions

**Telework** – is a formal work arrangement that allows an employee to perform work, during their approved work schedule, at a location different from their official duty station by using technology that allows access to normal work material (e.g. email, telephone, electronic documents).

**Official duty station** – is the city, town, or other location where the employee’s office is located or where the employee is assigned to work on a permanent basis when not teleworking.

**Regular Telework** – An employee works from home or other (alternate) location a minimum of two days every month. An approved telework agreement and safety checklist form are on file with the local HR Consultant. This telework arrangement counts toward the state and agency telework goals as documented in the above-mentioned Modern Work Environment Executive Orders.

**Occasional Telework** – An employee works from home or other (alternate) location that is typically as needed or less than two days per month. Periods of occasional telework are short-term and/or for specific reasons (including inclement weather or during emergency events). Occasional telework must be approved by the employee’s supervisor on a case-by-case basis and requires an approved telework agreement to be on file with the local HR Consultant.

**Reasonable Accommodation** – A telework arrangement may also be approved as a form of reasonable accommodation. The local HR Office facilitates the reasonable accommodation process.

**Infant at Work Program and Telework** – Employees participating in the Infant at Work Program may have the option to telework. Refer to [Chapter 31](#) Infant at Work Policy and local HR Consultant regarding the Infant at Work Program telework option.

### 30-3 Eligibility

#### Position eligibility

The Appointing Authority or designee will determine if a position is suitable for telework. See Telework Handbook for examples of suitable telework position criteria.

#### Employee eligibility

The supervisor will determine if an employee is eligible for telework. When determining eligibility the supervisor will consider agency business needs, employee performance, and the characteristics of a good teleworker as outlined in “[How to Determine Telework Suitability](#)”.

### 30-4 Responsibilities

#### Employee

- Follow the requirements and expectations outlined in the WSDOT [Employee Telework Handbook](#) and Telework Participant Agreement [Form 310 050](#).
- Employees will be flexible in their scheduling, which includes being available to attend staff meetings and other meetings in person as required.
- Overtime eligible telework employees will obtain supervisor approval to make changes in their work schedule.
- Approved telework employees understand they are required to meet the performance expectations of the position and abide by the agency policies, procedures, and rules or collective bargaining agreements that govern their employment with WSDOT. In addition, employees must read and understand the policies listed in the telework agreement.
- If an employee’s telework location is farther away from the meeting than their official duty station only travel time counted from official duty station is considered work hours.
- Employees are responsible for ensuring the work environment is safe and free from hazards, regardless of the work location.

#### Supervisor/Manager

- Determine if a position is eligible for telework.
- Review the telework agreement, remote access form, and safety checklist and determine if the employee is eligible for telework and approve or deny. Discuss approval/denial with the requesting employee and if approved submit the signed telework agreement and forms to the local HR Consultant.
- Send the mobile access request [Form 174-280A](#) to the local IT Help Desk.
- Set expectations for the teleworking employee related to telework arrangement and job performance.
- Supervisors should review the WSDOT [Employee Telework Handbook](#) and take the e-learning course WA-State Mobile Work for Supervisors through the Learning Management System (LMS).

- If a telework agreement is denied by supervisor or canceled by an employee or supervisor, the supervisor or designee will complete and submit the Telework Denial/Cancellation form 310-053 to the local HR Consultant.

### **30-5 Employee/Supervisor Agreement Review**

- Employee reads and understands Telework Policy and Handbook.
- Employee completes the telework agreement form.
- Employee completes the telework self-assessment form.
- Supervisor/manager and employee meet to discuss approval or denial of telework.

### **30-6 Approval**

- The supervisor/manager submits the signed agreement and safety assessment (if required) to the local HR consultant.
- The agreement remains in effect until changed or terminated by supervisor or employee in writing.
- The employee and supervisor should review agreement annually.
- Any change to the initial agreement requires an updated agreement.

### **30-7 Periodic review of agreement**

Supervisors and employees should review the telework agreement annually. If the agreement is changed, the employee submits the revised agreement to their supervisor for review and approval. The supervisor sends the signed updated agreement to the local HR Consultant.

### **30-8 Cancellation, Denial and Reconsideration**

If a supervisor or employee cancels or denies an agreement, the reason or reasons for the denial must be documented on the Denial/Cancellation [Form 310-053](#). Completion of the form is required prior to the effective date of the termination of the agreement. The employee may file a written appeal within fifteen (15) days. The appeal will go to the Appointing Authority or designee for final determination. The final determination is forwarded to the HR Consultant.

The employer is not responsible for costs, damages or losses resulting from cessation of participation in the teleworking program

### **30-9 Work Schedule**

The employee must follow their assigned work schedule. The number of hours worked per day does not change during telework. The rules around positive reporting of hours for overtime eligible or overtime exempt employees do not change with telework. The supervisor must approve any overtime and/or changes to the actual start and stop work time in advance. If a telework employee experiences a disruption for a prolonged period, or if a circumstance occurs preventing the employee from accomplishing work, the employee must:

- Submit leave in accordance with the agency's time tracking policies and procedures, or collective bargaining agreement, or
- report to their official duty station, or
- report to an alternate location where work can be accomplished.

Travel time to an alternate work location or duty station is not considered part of the workday.

### **30-10 Daily commute**

An employee cannot count travel to their official duty station or alternate work location as work time if the employee knows prior to the telework day that attendance is required at either location. If a meeting request is made during the telework day, travel to the official duty station is considered work time. The return trip is considered after hours personal commute time.