

**CHAPTER 46**  
**TELEWORKING**  
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## CHAPTER 46

### TELEWORKING

1. OVERVIEW. The purpose of this policy is to provide the structure for the CHP Telework Program which benefits the State of California and its employees. The CHP establishes in this manual, a written policy specific to the Department's business needs in accordance with statewide policy. This policy applies to CHP and its employees and shall establish standards for performance management and for communication with distributed teams as a foundation for a successful telework program. This policy is intended for telework within the State of California.

a. Terms. The terms "telework," "teleworking," and "telecommuting," refer to work flexibility arrangements established between the Department's management and the employee, where the employee performs the duties and responsibilities of their position from a location other than the employee's assigned office. (Refer to Annex A of this chapter.)

2. GOALS. An effective telework program must provide a benefit to the state, the Department, and employees, and should generate savings or be cost neutral.

a. Program Expectations. The CHP Telework Program is expected to accomplish the following objectives:

- (1) Encourage participation of eligible employees.
- (2) Reduce required state office space.
- (3) Improve employee retention and recruitment.
- (4) Maintain or improve employee productivity.
- (5) Reduce state environmental impacts, such as traffic congestion.
- (6) Maintain or improve customer service.

3. AUTHORITY. The statewide telework program has been established pursuant to Sections 14200 through 14203 of the Government Code. Existing law requires every state department to evaluate telecommuting as a work option.

a. Represented Employees. Represented employees should refer to their bargaining unit (BU) agreement. If the BU agreement contains telework language conflicting with this manual, the BU agreement language shall be controlling.

4. GENERAL PROVISIONS. Teleworking is an arrangement in which an employee performs officially assigned duties at an alternate work location. As part of incorporating telework into the continuity of operations plans, the Department's management shall adhere to the following objectives:

a. Ensure teleworking arrangements conform with applicable laws, rules, regulations, policies, and collective BU agreements.

b. Compensate teleworking employees in accordance with all applicable laws, rules, regulations, and policies, including the Fair Labor Standards Act, applicable memorandums of understanding, and the Department's accounting standards and travel policy.

c. Evaluate employee performance in accordance with existing performance management laws, rules, regulations, policies, standards, and measures.

d. Communicate teleworking employees will be eligible for the same opportunities as employees not participating in telework, including assignments, development opportunities, promotions, and awards or recognition.

5. POLICY REQUIREMENTS. This manual establishes supporting policy for the CHP Telework Program and allows the use of the teleworking option where work conditions warrant. Within this policy are the requirements, references, and guidelines. The policy outlined in this chapter pertains to participation in formal teleworking program arrangements.

a. Incidental Teleworking Arrangements. The Department recognizes the necessity for incidental teleworking arrangements in specific situations. Incidental teleworking arrangements may be permitted at the command's discretion for employees and positions who meet eligibility requirements found in paragraph 5.d., and are restricted to assignments where:

(1) The arrangement is unexpected and limited to a maximum duration of 30 calendar days.

(2) The decision to approve an incidental teleworking arrangement is at the discretion of the employee's commander.

(3) A memorandum documenting an incidental teleworking arrangement shall be signed by the employee, supervisor, and commander, and housed in the employee's field folder. The memorandum shall include the start and end date of the arrangement, not to exceed 30 calendar days.

b. Formal Telework Agreements. A formal teleworking agreement is necessary when teleworking extends beyond 30 calendar days.

c. Ineligible Positions. Work related to public safety is critical to the operations of the Department. For this reason, the Department has exempted certain classifications from being eligible for telework. Annex B of this chapter contains a list of exempt departmental classifications. Telework participation does not apply to any position in which official duties require, on a regular basis, either of the following:

(1) Direct handling of secure or confidential materials determined to be inappropriate for telework by the appropriate Commissioner.

(a) Secure or confidential materials determined to be inappropriate for telework include paper documents which contain the following:

- 1 Any information not releasable to the public.
- 2 Social security numbers.
- 3 Home addresses and/or personal telephone numbers of peace officers.
- 4 Exam materials.
- 5 Arrest reports.
- 6 Adverse actions.
- 7 California Law Enforcement Telecommunications System reports.
- 8 Personnel or medical records, including evaluations and injury-related material.
- 9 Office of Equal Employment Opportunity investigations.
- 10 Employee requests for accommodation.

(2) On-site activity that cannot be handled remotely or at an alternate worksite. This includes, but is not limited to, the following:

- (a) Required face-to-face contact with the public to serve in-person needs and requests.
- (b) Fingerprinting or LiveScans.
- (c) Gunsmithing.
- (d) Processing subpoenas.
- (e) Janitorial, groundskeeping, automotive, and maintenance duties.
- (f) Food service.

d. Eligible Positions. Not all positions or job classifications may be appropriate for telework arrangements. The Department has the discretion to determine positions and/or an employee's eligibility, regarding telework. All employees in positions designated by management as eligible shall be qualified to participate in telework and are authorized to participate to the fullest extent possible without diminished individual or organizational performance. Participation by an employee in a teleworking program is voluntary.

- (1) An employee will be notified by their supervisor of their eligibility and approval or denial for telework, consistent with the employee's BU agreement.
- (2) Employees on probationary status, and their supervisors, shall not be eligible for telework.
- (3) Employees on interim reporting, and their supervisors, are not eligible for telework.
- (4) The Department will consider, at a minimum, the following factors when determining which positions may be eligible for a telework assignment:
  - (a) Nature of the work performed.
  - (b) Efficiency of work processes.
  - (c) Effectiveness of existing project teams.
  - (d) Impact on ability to provide quality customer service.
  - (e) The impact on the workload of other employees.
  - (f) Utilization of office space.
  - (g) Technology readiness of the Department.

- (h) Impact to employee retention.
- (i) Training, oversight, or any other supervision deemed necessary.
- (j) Cost or savings to implement telework.

e. Eligible Employees. Employees eligible for participation in a teleworking program include:

- (1) Employees performing at acceptable levels, as determined by their supervisor, who have demonstrated reliability, responsibility, and the ability to work independently.
- (2) Employees who successfully meet job-related, measurable goals and objectives, as determined by their supervisor.
- (3) Employees who are not serving in a training capacity, not on probationary status, and employees who have not been rated below standard in any category on any performance evaluation within the last 12 months.
- (4) Employees who can certify they have a suitable alternate work location workspace and an environment that is safe, functionally equipped, and conducive to the successful completion of job tasks and assignments.

f. Appropriate Functions. Telework shall be considered for all possible positions in which it can promote effective and efficient business operations. The Department has the discretion to determine an employee's participation in telework. The following guidance may be used to determine what functions may be appropriate for telework:

- (1) Teleworking may not be appropriate for employees, who as part of their work duties, are responsible for directly communicating with the Governor's staff, the California State Transportation Agency, or Executive Management, given the expedited nature of this work.
- (2) Activities that do not require physical presence, including, but not limited to, analysis, data entry, telephoning, writing, editing, design, and virtual service delivery.
- (3) Responsibilities not requiring public presence.
- (4) Activities where data is not sensitive or confidential, or where an information security risk assessment and resulting security approach is in place for telework access to sensitive or confidential data.

g. Requesting to Telework. Employees requesting to telework should initiate discussions with their supervisor to see if they are a suitable for telework, and should submit an STD. 200, Telework Agreement. The STD. 200 will be routed to the employee's supervisor for approval. The employee will receive a notification stating whether their request has been approved, denied, or approved with modification, usually within 30 days, consistent with the employee's BU agreement.

(1) When a command denies an STD. 200 request, they shall issue a memorandum to the employee with a justification for the denial. For any employees in BUs 1, 4, 14, 15, or 20, a copy of the denial memorandum shall be forwarded to the Office of Employee Relations (OER). The OER will then forward a copy of the memorandum to the Service Employees International Union Local 1000 headquarters.

(2) When a command approves an STD. 200 request, they shall complete a CHP 204, Command Justification of Telework Agreement, and shall forward the request through channels to the Division Chief for approval.

h. Telework Coordinator. The Department Telework Coordinator (TC) is assigned to the Human Resources Section (HRS) and is responsible for the following duties:

(1) Retaining the signed and approved STD. 200 and CHP 204, for each participating employee (refer to paragraph 5.j.). The TC reviews the STD. 200 and CHP 204 for compliance with the program and BU agreements.

(2) Serve as the primary point of contact for employees and supervisors who have questions or concerns about the CHP Telework Program.

(3) Serve as the primary point of contact for the Department of General Services (DGS) regarding the CHP Telework Program and its effectiveness.

(4) Develop or assist with departmental policy, guidelines, and implementation.

(5) Serve as an advisor for Department leadership regarding telework.

(6) Assist with completion and reporting of metrics to ascertain effectiveness of the CHP Telework Program.

i. Technology. Information Management Division (IMD) is the Office of Primary Interest for establishing Department-specific technology policies and guidelines regarding the CHP Telework Program. For additional information refer to Highway Patrol Manual (HPM) 40.4, Information Security and Administration Manual, Chapter 11, Remote Computing. Department-issued equipment shall be used for state business only.

(1) Teleworking employees are expected to be capable of connecting with Voice Over Internet Protocol, Virtual Private Network (VPN), Microsoft Teams, and WebEx. Connection speeds need to assure stable connection and utilization of departmental tools.

(a) The Department is not responsible for internet expenses, or any additional costs associated with teleworking, for teleworking employees (e.g., utilities, phone bill).

(b) If an employee's position relies on internet access to complete their required duties, and they do not have or cannot obtain adequate internet access as specified above during their scheduled work hours, they are required to report to the office for their scheduled shift.

(2) Stated communication and collaboration tools are using current Department technology as required. Teleworking employees are required to use web cameras for virtual meetings unless otherwise directed by their supervisor or commander. Microsoft Teams is required as the primary software used for remote work. This allows for notifications, chat, virtual meetings, tasks, and a portal for documents.

(a) Virtual backgrounds which are not created by the Department or California Department of Human Resources (CalHR), shall not be used. The Department must approve the use of video virtual backgrounds which can be found on the departmental intranet site or on the CalHR Web site under Employee Recognition Toolkit.

(3) Teleworking employees will not typically be allowed to use their own computing devices for work purposes, as the risk to departmental security is high. To request an exception, an employee may submit a CHP 109, Information Technology Request, through channels, for IMD and Information Security Officer approval. (Refer to HPM 40.4, Chapter 1, General.)

(4) Patching and updates will be conducted through VPN on devices which have full access to content on the software center. Any equipment which does not have VPN access will receive Microsoft only updates from the Department's cloud management point over the internet. Software center content is not available on these devices which puts these devices at a higher security risk. Therefore, teleworking employees with equipment without VPN access are required to come into a physical office location, as needed, to connect to the CHP Network to receive all required updates. All CHP devices used at an alternate work location for teleworking shall be connected to the CHP Network at least once per week for a minimum of two hours, to ensure patching.

(5) The purchase or transfer of Department-issued equipment shall be tracked on a CHP 266, Credit Memo - Equipment. Information from the CHP 266 form is entered into the Asset Management System and will be tracked by IMD for the replacement schedule. (Refer to HPM 11.2, Materials Management Manual, Chapter 8, Equipment.)

(6) Prior to equipment being issued to teleworking employees, IMD is responsible for ensuring the appropriate security measures have taken place, including encryption of any storage device or media.

j. Telework Agreements. An STD. 200 and CHP 204 is required for all participating employees. The STD. 200 provides the framework for the expectations between management and the employee. The CHP 204 provides the justification of eligibility from the command. The STD. 200 and CHP 204 must be completed and signed by both parties and forwarded to the TC in HRS prior to implementation.

(1) An employee must submit an STD. 200 to their commander to initiate or modify a telework agreement. An employee shall submit only an STD. 200 to terminate a telework agreement.

(2) Upon approval by the commander, the original STD. 200 shall be forwarded to the TC coordinator in HRS.

(3) A signed copy shall be provided to the employee.

(4) A signed copy shall be maintained in the employee's field folder and reviewed annually during their performance evaluation.

k. Scheduling.

(1) Days and hours for teleworking shall be included in the Telework Agreement.

(2) Normal business hours in which the employee is available by telephone and computer, shall be established as deemed necessary by the command.

(3) Supervisors should ensure teleworking staff do not become isolated from the office staff by ensuring regular contact occurs via check-ins by telephone, video conference, or e-mail.

(4) Any telework schedule (e.g., flexible work hours, 9/80) may be approved for individual teleworkers. State time will not be allowed for commute trips to or from the office. (Refer to HPM 10.3, Personnel Transactions Manual, Chapter 28, Attendance Reporting.)

(5) The needs of the Department take precedence over telework schedules. Any employee shall forgo teleworking if they are needed at the office on a regularly scheduled teleworking day. Supervisors should give the employee as much advance notice as possible if the employee is required to report to the worksite on a regularly scheduled telework day.

(6) Once telework days are established, managers and supervisors should, whenever possible, coordinate staff meetings and training days to accommodate telework schedules.

l. Performance Management. It is the responsibility of the command to ensure methods are established for performance management for all employees eligible to telework, prior to implementation. Ongoing informal telework arrangements are prohibited; an STD. 200 and CHP 204 is required for all ongoing telework. Incidental telework may be permitted at the command's discretion when documented in accordance with paragraph 5.a.(3). Emergency telework arrangements due to unforeseen circumstances may be entered into at the Department's discretion.

m. Types of Teleworking Employees. Teleworking employees shall be designated as either remote-centered or office-centered. An employee is considered remote-centered if they work fifty percent or more of their time, per week, from an alternate work location. An employee is considered office-centered if they work more than fifty percent, per week, from the office.

(1) Commands should optimize the use of state office resources by providing equipment for a single dedicated workstation for teleworking employees. Remote-centered teleworkers shall have their dedicated workstation at their designated alternate work location. It is strongly encouraged that remote-centered teleworkers use a shared workstation when working in the office. Office-centered teleworkers shall have a dedicated workstation in the office and utilize their own equipment or Department-issued mobile equipment for teleworking at their designated alternate work location.

(2) It is the command's responsibility to ensure the employee has the necessary tools, equipment, and training, to be successful in their full job function, prior to the implementation of a telework arrangement.

(3) It is the command's responsibility to ensure appropriate security training is provided to teleworking employees, prior to the implementation of a telework arrangement. Employees shall remain in compliance with annual Information Security and Privacy Awareness Training and refer to HPM 40.4, Chapter 13, Security Incident Reporting, and Chapter 18, Acceptable Use Policy. Employees who are not compliant with Information Security and Privacy

Awareness Training are not eligible to telework and shall have their telework agreement suspended until the employee is in compliance.

6. SUPERVISOR RESPONSIBILITIES. Supervisors are responsible for the following provisions:

- a. Determine the employee can effectively perform their full job duties while teleworking.
- b. Determine the daily job duties are appropriate for teleworking.
- c. Complete a CHP 204 to justify eligibility for teleworking and attach the CHP 204 along with the current CHP 129, Duty Statement, to the STD. 200.
- d. Review STD. 200s and CHP 204s annually during the employee's performance evaluation to ensure the agreement continues to meet business needs, and define work hours and workdays for the employees, as well as the expectation employees are available for contact during these hours.
- e. Retain the authority to disapprove an employee's selection of a particular alternate work location if it is determined to not be business appropriate.
- f. Conduct the same performance management, training, and promotional opportunities for teleworking employees as for employees who are not participating in the CHP Telework Program.
- g. Protect all information, both electronic and paper records, that may be taken from the office to alternate work locations.
  - (1) For electronic confidential information security protocols, refer to HPM 40.4.
  - (2) Confidential paper records shall not be permitted off worksite premises for the purposes of telework. Nonconfidential paper records shall not be left unattended when they are removed from the workplace, unless they are secured in a Department-approved alternate work site.
- h. Ensure employees participating in the CHP Telework Program are current and compliant with Information Security and Privacy Awareness training requirements.
- i. Revise or cancel an employee's STD. 200 with the concurrence of the commander if it is determined that any of the following issues exist:

(1) The teleworking arrangement is resulting in a reduction in employee performance and/or does not enable training, oversight, or any other supervision deemed necessary.

(2) The arrangement no longer supports operational needs due to funding or services being shifted, or the nature of the work changes.

j. The Department may terminate an employee's participation in the CHP Telework Program at any time. Whenever possible, the Department shall provide employees 30 days' notice of a revision or termination of an STD. 200. Employees may also request to terminate participation at any time.

(1) When an employee requests to terminate participation in the CHP Telework Program, the employee's supervisor shall provide the employee a response within 30 calendar days.

7. EMPLOYEE RESPONSIBILITIES. Employees are responsible for the following provisions:

a. Maintain their workstation at their alternate work location. Maintain and return equipment as outlined in the STD. 200.

b. Ensure the alternate work location is an environment that is safe, functionally equipped, conducive to the successful completion of job tasks and assignments. Personal distractions such as nonbusiness telephone calls and visitors shall be kept to a minimum.

c. Remain at the approved alternate work location during the scheduled work shift.

d. Follow the approved dress code guidelines which can be found in the applicable command's Standard Operating Procedure.

e. Secure needed internet service prior to the implementation of a telework arrangement.

f. Overtime compensation shall be consistent with the Department's overtime policy. An STD. 200 does not amend compensation or time reporting requirements.

g. Use all Department-issued and state-owned equipment in a manner consistent with the state's information security and privacy policies and standards that are prescribed in the State Administrative Manual, Chapter 5300, and the corresponding State Information Management Manual.

- h. Agree to follow the Department's Acceptable Use Policy. (Refer to HPM 40.4, Chapter 18.)
- i. Complete annual Information Security and Privacy Awareness training. (Refer to HPM 40.4 and the departmental training matrix.)
- j. Ensure dependent care and other personal responsibilities do not adversely affect normal work duties or professionalism. Dependent childcare or adult care arrangements shall be made so as not to interfere with the teleworker's work schedule.
- k. Participate in all studies, inquiries, reports, and analyses relating to the CHP Telework Program.
- l. Be available to be contacted by the Department or outside business entities during defined work hours and workdays.
- m. The teleworker's alternate work location must be kept free and clear of obstructions, in compliance with all building codes, and free of hazardous materials. It is the employee's responsibility to ensure a proper work environment is maintained. Failure to maintain a proper alternate work location environment, as determined by management, may result in the denial or termination of the employee's participation in the telework program.
- n. Perform their regular, assigned duties at the same performance level without impacting staff located at the employee's office location. Employees shall not delegate their regular, assigned duties to coworkers if they are unable to complete the tasks as a result of teleworking, or do not have access to the necessary equipment.
- o. Adhere to program-specific guidelines and requirements to protect confidential or secure information.
- p. Protect all information, both electronic and paper records, that may be taken from the office to alternate work locations.
  - (1) For electronic confidential information security protocols refer to HPM 40.4.
  - (2) Confidential paper records shall not be permitted off worksite premises for the purposes of telework. Nonconfidential paper records shall not be left unattended when they are removed from the workplace unless they are secured in a Department-approved alternate worksite.

8. EQUIPMENT. A teleworking employee can only use their own equipment, including their own computing device, if the Department deems it acceptable. Where an employee is not authorized to provide their own equipment, the Department shall provide the following:

a. Department-Owned Equipment. The process to allow employees to check out Department-issued equipment for telework use, is the submission and approval of a CHP 266, Credit Memo. Information from the CHP 266 form is entered into the Asset Management System.

b. Equipment, Maintenance, Repair, and Replacement. The Department maintains responsibility for the maintenance, repair, and replacement of state-owned equipment. Repairs to employee-owned equipment will be the sole responsibility of the employee. In the event of equipment malfunction, the teleworker shall immediately notify their supervisor. If the necessary repairs will take substantial time, the teleworker may be asked to report to the office until the equipment is useable. Business expenses shall be evaluated in accordance with existing applicable policies, laws, and standards. Other business expenses may include, but are not limited to, printers, scanners, and other office supplies.

c. Department-Provided Equipment.

(1) Computing equipment.

(2) Software or appropriate access to software.

(3) Monitor, keyboard, and mouse.

(4) Telephone service.

(a) Teleworking employees shall forward their work telephone line to a personal cellular phone or telephone number.

(b) If an employee needs a work telephone number in order to perform their assigned work duties, they should be provided a single telephone number that can be used at an alternate work location and office location, as coordinated through the Telecommunications Section.

(5) Office supplies such as paper, pens, etc.

9. REPORTING REQUIREMENTS. The DGS will survey state agencies to measure the results of adopting telework programs. The TC in HRS will be the point of contact for reporting results to the DGS as of the effective date of the statewide policy. At a

minimum, the Department shall report the following information, and commands are responsible for providing this information to the TC upon request:

- a. Number of eligible employees.
- b. Number of participating employees.
- c. Average number of days teleworking per employee.
- d. Office space saved as a result of teleworking.
- e. Additional costs associated with implementation of telework.
- f. Number of shared workstations.
- g. Measures used to determine productivity.
- h. Reduction in vehicle miles traveled.

10. TRAVELING TO THE OFFICE. Employees will be assigned a command as their designated headquarters. The employee's designated headquarters does not change as a result of an employee's approved telework agreement. The headquarter location of record will continue to be used by the Department to describe the location where the employee would normally work, absent a telework agreement. Occasionally, teleworking employees may need to come into the office on a day they are normally scheduled to work at their alternate work location for various reasons, including but not limited to, picking up work, office supplies, a pay warrant, or attending meetings and trainings. Travel time between the employee's alternate work location and the command is not considered work time and is not compensable. If employees have a need to come into the office on a day they are scheduled to work at their alternate work location, they shall make arrangements with their immediate supervisor and shall work in the office for their full scheduled day in order to limit travel time.

11. COMPENSATION. Teleworking employees are compensated in accordance with all applicable laws, rules, regulations, and policies, including the Fair Labor Standards Act, applicable memorandums of understanding, and the Department's accounting and travel practices.

12. LIABILITY. The alternate work location is an extension of the Department's workplace only when used for work. All existing workplace health and safety rules, as well as all existing employment laws, rules, and policies, apply the same as they would for staff reporting to the office. The State of California is not responsible for any injuries to family members, visitors, or other guests at the employee's alternate work location.

The teleworking employee shall not have any business guests at a residence designated as an alternate work location. The teleworking employee is solely responsible for any tax implications, insurance requirements, and compliance with state and local laws and ordinances when the alternate work location is a residence.

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## ANNEX A

### DEFINITIONS

**Remote-Centered Telework:** A teleworker is considered remote-centered if they work fifty percent or more of their time from an alternate work location. Remote-centered teleworkers shall have their dedicated workstation located at their designated alternate work location. Remote-centered teleworkers shall use shared space when working in the office.

**Office-Centered Telework:** A teleworker is considered office-centered if they work more than fifty percent from the office. Office-centered teleworkers maintain a dedicated workstation in the office and utilize their own equipment, or Department-provided mobile equipment, for teleworking at their designated alternate work location.

**Alternate Work Location:** The term alternate work location refers to the approved work location other than the office. An alternate work location could be an employee's residence or other approved site.

**Shared Space:** Shared space is a work area that is used on an individual basis by multiple people. Alternatives may include hoteling or shared cubes.

**Dependent Care:** The term dependent care refers to the support and nurturing of persons who cannot meet their own needs, such as children, functionally-impaired adults, or the elderly.

**Emergency Telework:** Emergency telework occurs due to unforeseen circumstances, such as inclement weather, a declared State of Emergency, or closure of government buildings. In an emergency, departments may choose to temporarily modify formal agreements and policy, as appropriate.

**Office:** The term office refers to the location, state building, or official worksite that would be the employee's work location if not teleworking.

**Incidental Telework:** The term refers to an unplanned situation causing an employee to request and receive supervisory approval to work from an alternate work location.

**Informal Telework:** Informal telework arrangements are those without a formal documented Telework Agreement.

**Telework:** The terms telework, teleworking, telecommute, and telecommuting, are defined as a work flexibility arrangement established between the Department's management and the employee under which the employee performs the duties and

## ANNEX A

### DEFINITIONS (*continued*)

responsibilities of the employee's position, and other authorized activities, from an approved location other than the office. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternate work location.

**Telework Agreement:** The Telework Agreement is a formal document prepared and signed by the teleworker and supervisor. The Telework Agreement provides the framework for the discussion about the general expectations that need to take place between the supervisor and employee in order to telework effectively.

**Workstation:** The term workstation refers to the desk or place where the employee completes work.

## ANNEX B

### CLASSIFICATIONS NOT ELIGIBLE FOR TELEWORK

NOTE: Classifications not listed below are subject to approval to telework by the appropriate Commissioner.

<b>CLASSIFICATION TITLE</b>
ASSISTANT CHIEF (UNIFORMED AND NONUNIFORMED)
ASSISTANT COMMISSIONER
AUTOMOTIVE TECHNICIAN I
AUTOMOTIVE TECHNICIAN II
AUTOMOTIVE TECHNICIAN III
CADET
CAPTAIN
CHIEF (UNIFORMED AND NONUNIFORMED)
COMMERCIAL VEHICLE INSPECTION SPECIALIST
COMMISSIONER
DEPUTY COMMISSIONER
DETAIL LEADER SPECIALIST
GUNSMITH
LAW ENFORCEMENT LIAISON
LEAD GUNSMITH
LIEUTENANT
MOTOR CARRIER SPECIALIST I
MOTOR CARRIER SPECIALIST II
MOTOR CARRIER SPECIALIST III
OFFICER
PROPERTY CONTROLLER II
PUBLIC SAFETY DISPATCH SUPERVISOR I
PUBLIC SAFETY DISPATCH SUPERVISOR II
PUBLIC SAFETY DISPATCHER
PUBLIC SAFETY OPERATOR
SCHOOL PUPIL TRANSPORTATION SAFETY COORDINATOR
SERGEANT

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