DEPARTMENT OF CORRECTIONS

Policy Number:	**103.235**
Title:	**Telework**
Effective Date:	**6/5/18**

PURPOSE: To provide guidelines for the practice of telework.

APPLICABILITY: Minnesota Department of Corrections (DOC); all department employees

DEFINITIONS: None

PROCEDURES:

A. The DOC follows MMB's "Telework Policy" with the following clarifications/updates.

B. Procedure II, employee expectations, subpart F "responsibilities when telework office is in the home"
Telework employees are responsible for providing ergonomically safe work areas and requesting ergonomic assessments if they have any questions or concerns about their work areas.

C. Procedure II, employee expectations, subpart G "privacy and security"
State data must not be stored on employee-owned devices.

D. Procedure IV, equipment and materials, subpart A "agency-provided equipment"
A Request for Purchase of Agency-Provided Telework Equipment form (attached) must be completed and approved for equipment and materials purchases for teleworkers.

E. Procedure VII, telework approvals:

1. Employees who are not in the corrections early retirement program (CERP) may submit a request to be considered for telework. The employee's request is evaluated based upon the job-related criteria outlined in MMB's "Telework Policy."

2. The following performance-related criteria are reviewed when considering a request for telework:
   a) The employee's most current performance appraisal, which must be satisfactory or above;
   b) The employee's communication skills;
   c) The employee's ability to manage priorities and work independently;
   d) Attendance concerns (excluding FMLA absences);
   e) The employee's ability to complete work projects with minimal supervision;
   f) Effects on customer service; and
   g) Needs of the work unit.

F. Supervisors who have an employee who telecommutes from a home office located outside the boundaries of the State of Minnesota must inform the agency workers' compensation and benefits coordinator to determine if the DOC has the appropriate workers' compensation liability coverage.

G. Supervisors must consult with payroll regarding timesheet and withholding requirements for telecommuting employees.

H. Supervisors must retain signed and approved telework agreements in the employee's supervisory file.

INTERNAL CONTROLS:
A. Signed and approved telework agreements are retained in the employee's supervisory file.

REVIEW: Annually

ACA STANDARDS: None

REFERENCES:
Minn. Stat. §16E.05
Minn. Stat. §241.01
Minnesota Management and Budget (MMB), HR/LR Policy #1422, "Telework"
Code of Federal Regulations 29 CFR 541
Policy 105.205, "Computerized Information Resources Security"
Policy 104.450, "Payroll, Leave, and Overtime Requests"

REPLACES:
Policy 103.235, "Telework,"6/20/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:
Telework Agreement (103.235B)
Telework Best Practices (103.235C)
Request for Purchase of Agency-Provided Telework Equipment (103.235D)

APPROVED BY:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
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