



POLICY AND ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Title
INDIANA DEPARTMENT OF CORRECTION TELEWORK PROGRAM

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a) (1) IC 11-8-2-8 42 IAC 1-1 <i>et seq.</i>	Indiana State Personnel Department Policies	ACA: CO: 3A-01 ACI: 4-4089 through 4-4092

I. PURPOSE:

The purpose of this policy and administrative procedure is to offer telework as a workspace alternative.

II. POLICY STATEMENT:

It is the policy of the Department to offer a telework program that complies with the policies of the Indiana State Personnel Department (SPD). Telework may be available to employees who meet or exceed performance measures during the most recent evaluation.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are provided:

- A. ASSIGNED OFFICE: The location where work is normally performed, such as Central Office, a correctional facility, a training facility, or a parole office.
- B. STATION: The assigned work location.
- C. TELEWORK: A mutually agreed upon work option where regular duties are performed during an employee’s regularly scheduled work hours.

IV. ELIGIBILITY:

Telework is available at the discretion of Department management staff and is considered a privilege, not a right of any employee.

Telework may be available to employees who meet or exceed performance measures during their most recent evaluation. The telework option is not an ideal arrangement for all employees or for all operational situations. Management may

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 6/1/2013	Page 2	Total Pages 4
---------------------	----------------------------	-----------	------------------

Title
INDIANA DEPARTMENT OF CORRECTION TELEWORK PROGRAM

consider several factors in determining whether to approve a telework request, including, but not limited to, employee performance, disciplinary history, supervision needs, and work style.

An employee may not participate in telework due to requirements that the employee be onsite due to the nature of the work. Therefore, custody staff members are not eligible for telework given the nature of custody job duties.

V. TELEWORK PRACTICES:

Telework must not hinder the employee's ability to fulfill his/her job duties. Employees participating in telework must be at the agreed upon station and during the agreed upon hours. Teleworkers must be accessible by either telephone or e-mail during assigned work hours.

Department management may be required to inspect anticipated telework premises prior to the approval of a telework arrangement. Teleworkers shall report to an assigned office location when required by management. It may be required for teleworkers to change their schedules and spend regular telework days in an office location to meet the operational needs of the Department. Teleworkers must comply with all work rules, state and departmental policies and program guidelines. Violation of Department rules and policies, whether at an assigned or alternative workstation, will result in disciplinary action up to and including dismissal from employment. Performance standards will not be adjusted due to participation in the telework option. Additionally, teleworkers retain the same rights and benefits as on-site employees.

A teleworker may not care for dependents or conduct personal business while on duty during his/her regularly scheduled telework hours.

Under no circumstances may teleworkers hold business meeting at their residence.

VI. SECURITY AND CONFIDENTIALITY:

All confidentiality rules apply equally to the assigned office and the telework site. Confidential records must be logged in and out of the assigned office. Teleworkers must maintain files and work materials on the Department's shared drive. Violations shall result in immediate revocation of the telework option and may result in disciplinary action, up to and including dismissal from employment.

VII. EQUIPMENT AND SUPPLIES:

The Department shall provide routine note-taking supplies such as paper, pens, and staplers; however, the Department shall not provide any office furniture. The Department shall not compensate or reimburse the teleworker, nor shall the Department accept any responsibility for personal equipment or supplies used at the telework station. All printing, copying and scanning should occur at a Department

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 6/1/2013	Page 3	Total Pages 4
---------------------	----------------------------	-----------	------------------

Title
INDIANA DEPARTMENT OF CORRECTION TELEWORK PROGRAM

office location.

Remote access is required at all telework stations. The teleworker is responsible for installation and maintenance of internet service and telephone, if applicable, including covering all incurred costs.

Staff shall contact the Indiana Office of Technology (IOT) if equipment fails and report to the nearest Department office for maintenance and/or repair. Work shall be completed out of the nearest Department office until technology issues are resolved. Staff shall promptly notify his/her supervisor of any technology issues. Support of all Department equipment, such as a laptop computer or cell phone, will occur at the assigned office. The Department shall not provide any technical support at the telework station.

VIII. TERMINATION OF TELEWORK AGREEMENT:

The Department reserves the right to terminate telework participation at any time. The Department shall assign staff to the nearest available office location.

Failure to comply with this telework policy and administrative procedure will result in immediate revocation of the telework option.

IX. REQUESTING TELEWORK:

A request for telework shall be submitted along with a Telework Feasibility Worksheet to the employee's supervisor. The employee and supervisor shall meet to discuss the Worksheet and whether telework is an appropriate option for the employee and the Department. If the supervisor and employee agree that telework is the most appropriate option, the supervisor shall sign the Telework Feasibility Worksheet and forward it to the Facility Head (Central Office employees shall have the worksheet forwarded to the Division Director). If approved, the Telework Feasibility Worksheet shall be forwarded to the Deputy Commissioner of Administration.

If approved by the Deputy Commissioner of Administration, the Facility Head (Central Office-Division Director) shall be notified. The employee and designated appointing authority shall complete the Telework Agreement and sign.

Once the Telework Agreement is approved, the signed agreement shall be forwarded to IDOC Human Resources, IDOC Payroll and the IDOC Travel Coordinator. The employee may begin the telework arrangement on the first day of the next payroll period after IDOC Human Resources has confirmed the receipt of the completed agreement. The signed original agreement shall be placed in the employee's personnel file. Signed copies shall be placed in the employee's fact file and given to the employee. The teleworker is responsible for coordinating any necessary services, such as software installation.

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Indiana Department of Correction

Number 04-03-101	Effective Date 6/1/2013	Page 4	Total Pages 4
---------------------	----------------------------	-----------	------------------

Title
INDIANA DEPARTMENT OF CORRECTION TELEWORK PROGRAM

X. MONITORING AND SUPERVISION:

The supervisor must provide on-going monitoring and oversight of the teleworker's work performance. The Telework Log may be used as a monitoring tool. A weekly report may be completed by the teleworker reflecting work completed during telework hours. Any concerns related to teleworking shall be brought to the employee's attention immediately. The employee, supervisor, Facility Head (Central Office- Division Director) shall review Telework Agreements every six months for the first year, then annually thereafter.

XI. MILEAGE AND TRAVEL:

Teleworkers shall comply with the mileage and travel reporting requirements of Policy 04-06-101, "Fleet Management."

XII. APPLICABILITY:

This policy and administrative procedure is applicable to all approved Department teleworkers.

signature on file
Bruce Lemmon, Commissioner

Date