

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: TELEWORK FOR DDA EMPLOYEES 8.06

Authority: DSHS Administrative Policy No. 18.87
Governor's Modern Workplace Initiative

PURPOSE

To allow Developmental Disabilities Administration (DDA) employees to telework.

SCOPE

This policy applies to DDA employees, other than Headquarters staff, whose positions are eligible for telework. If a conflict arises between DSHS Administrative Policy 18.87 and this policy, DSHS 18.87 takes precedence.

POLICY

- A. To telework, an employee must:
1. Voluntarily request a telework schedule; and
 2. Complete a telework agreement with their supervisor.
- B. An employee with a telework schedule is not eligible for a flex schedule in addition to teleworking.
- C. Before an appointing authority or designee may approve a telework agreement, the following criteria must be met:
1. The duties assigned to the employee's position can be readily completed at a telework site.
 2. The employee is accessible to supervision at the telework site.
 3. The employee's absence from the official work station:

- a. Is not detrimental to a work group's productivity or a stakeholder's needs;
or
 - b. Does not disrupt or negatively impact another employees' working conditions.
4. The supervisor considers the employee's performance satisfactory.
 5. The appointing authority, supervisor, and employee are willing to sign and abide by a mutually defined telework agreement.
 6. The supervisor and the employee are willing to participate in teleworking training and evaluation efforts.
 7. Funds are available to provide the necessary resources for teleworking.
- D. A telework agreement is valid for one year after its effective date unless the employee or supervisor withdraws the agreement at an earlier date. An employee or supervisor may withdraw a telework agreement for any reason. An employee will receive seven calendar days' written notice of any plans to terminate the agreement, unless termination is for alleged misconduct or an emergency.
- E. If a DSHS building is closed due to inclement weather or a problem with the building, such as power outage, an employee with a telework agreement must work remotely or request leave.
- F. All leave provisions under DSHS Administrative Policy 18.31, or a collective bargaining agreement for union represented employees, apply under a telework agreement.

PROCEDURE

- A. To request telework, an employee must submit a request to their supervisor using [DSHS 17-199, Telework Application](#).
- B. If the appointing authority or designee approves the employee's request, the employee and the supervisor must complete a telework agreement.
- C. Before implementing a telework schedule, the telework agreement must:
 1. Be signed by the employee, the supervisor, and the appointing authority; and
 2. Be kept in the employee's personnel file.
- D. The telework agreement must be reviewed six months after the agreement is implemented and annually thereafter.

- E. DSHS considers the telework site to be an extension of the official workstation.
1. The employee's salary, job responsibilities, total work hours, benefits, and worker's compensation do not change as a result of teleworking.
 2. DSHS may require the employee to travel from the telework site to the official workstation at any time during the scheduled workday. The employee must arrive at the official workstation within a reasonable amount of time after being asked to do so. No travel expenses will be paid for travel between the employee's home or telework site and his or her official workstation.
 3. Other reimbursable travel expenses are outlined in Chapter 19.10 of the [DSHS Administrative Policies](#) (accessible via the DSHS Intranet website only) and the Office of Financial Management [State Administrative & Accounting Manual \(SAAM\)](#).
- F. The supervisor and the employee must comply with all applicable laws, rules, Collective Bargaining Agreements, and policies including:
1. Communication procedures;
 2. Confidentiality of DSHS or client information;
 3. Disciplinary action;
 4. DSHS equipment and supply use;
 5. Employee conduct and ethics;
 6. Labor relations;
 7. Leave;
 8. Meals and break periods;
 9. Overtime;
 10. Performance and Development Plan;
 11. Position Description Form;
 12. Scheduling, including flex schedules, if applicable;
 13. Work hours; and
 14. Worker's compensation liability for job-related accidents.

DSHS RESPONSIBILITIES

DSHS must ensure computer hardware, software, and equipment meet security and confidentiality requirements and:

- A. Limit the use of DSHS-purchased equipment, software, supplies, and furniture at the employee's telework site to those authorized by DSHS in accordance with applicable DSHS administrative policies.

- B. Ensure the employee complies with all DSHS policies relative to equipment and data security, data confidentiality, and hardware and software manufacturers' licensing agreements.
- C. Ensure the employee receives prior management approval to:
 - 1. Remove secure or confidential materials from the official workstation; and
 - 2. Access secure or confidential information through computers.
- D. Repair and maintain department-provided equipment, unless damaged through employee negligence.

EMPLOYEE RESPONSIBILITIES

- A. The employee must not use telework as a substitute for regular dependent care.
- B. The employee assumes responsibility for all costs associated with teleworking other than costs referenced in this policy and the telework agreement.
- C. The employee must maintain an in-home telework site in a confidential, safe condition, free from hazards, and free from other dangers to the teleworking employee, others, and agency equipment.
- D. The employee must not use their home to meet the public, including clients, in an official DSHS capacity.
- E. The employee must remain liable for injuries to third parties and members of their family, or any damage at the employee's home telework site. The laws and policies of the Washington State Department of Labor and Industries will determine coverage of personal injuries to the employee at the telework site.
- F. The employee must not use their own computer equipment. Information Systems Services Division's [DSHS 03-443](#), *Remote Access Request and Agreement* form (accessible via the DSHS Intranet website only), must be completed before allowing home based teleworkers to use personally owned computer equipment.
- G. The employee must maintain personal equipment necessary to telework, such as desks, chairs, and internet routers.
- H. A DSHS-provided surge protector must be used with any DSHS-owned computer.
- I. The employee must return all DSHS-purchased equipment, such as supplies, software, and hardware at the conclusion of the telework agreement.

- J. The employee must provide advance notice to their supervisor regarding any deviation from telework agreement.

SUPERVISOR RESPONSIBILITIES

A supervisor establishing a telework agreement must:

- A. Provide basic information about teleworking, including this policy, to participating employees.
- B. Maintain and report complete and accurate commute trip reduction data as required by DSHS.

TELEWORK AGREEMENT REVIEWS

- A. The supervisor and the employee must review and evaluate the telework agreement six months after implementing the agreement, annually, and more often if necessary. The review should include:
1. Work accomplished at the telework site.
 2. The impact of teleworking on clients or customers served by the employee.
- B. To document completion of the annual review, the employee and supervisor must date and re-sign the original telework agreement.

RESOURCES

The following resources are accessible via the DSHS Intranet website only.

[DSHS Guidelines for Implementing Telework Agreement](#)
[DSHS 17-199](#), *Telework Application*
[DSHS 17-200](#), *Telework Application Disposition*
[DSHS 17-201](#), *Telework Application Withdrawal*
[DSHS 17-202](#), *Telework Safety Assessment*
[DSHS 17-203](#), *Telework Site Agreement*
[DSHS 17-204](#), *Telework Participant Agreement*
[DSHS 17-205](#), *Telework Employee Self-Assessment*

EXCEPTIONS

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary.

TITLE:

TELEWORK FOR DDA EMPLOYEES

8.06

SUPERSESION

None.

Approved: /s/ Deborah Roberts
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: April 1, 2019