



**State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures**

Telework Policy

Effective Date of Policy: 05/10/2016	Next Scheduled Review: 05/01/2017
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Approved: Lucinda Meltabarger as designee of OMES Director Preston Doerflinger	Approval Date: 05/10/2016

Purpose

The purpose of this policy is to ensure the Office of Management and Enterprise Services (“OMES”) complies with state initiatives encouraging telework as an alternative to incurring costs for additional office space for state government.

Policy

OMES considers telework to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telework allows an employee to work outside of the traditional on-site work environment for all or part of the regular workweek. Telework may be appropriate for some employees and some positions; however, telework is not an entitlement, is not an agency-wide benefit and may be discontinued at any time at the sole discretion of OMES. Telework may be used as a recruitment and/or retention tool by supervisors when deemed appropriate for a position. Minimum performance reporting metrics established by the telework employee’s supervisor and that meets the minimum requirements set forth by Governmental Technology Applications Review Board (“GTARB”) shall be used for each employee in the telework program. In addition, each division shall submit for approval to the OMES Performance and Efficiency Division performance reporting metrics to be utilized for each employee in the telework program. A telework arrangement is not designed to be a replacement for appropriate dependent care and the focus of the work hours in the telework location must be on job performance and meeting agency requirements.

Although telework may be suggested by an employee, the decision of whether telework is appropriate or is required for a particular position shall be determined by the supervisor responsible for the position after considering factors set forth in the OMES telework procedures as well as additional guidance from the GTARB pursuant to its duties under Title 62 of the Oklahoma statutes. No employee shall begin a telework arrangement until the employee and OMES have executed the OMES Telework Agreement provided by the OMES Human Capital Management Division and the telework location has been approved and prepared in accordance with OMES telework procedures and the statewide telework program established by GTARB.

Employees who are allowed or required to telework for all or a portion of the workweek shall be responsible to remove work hazards and to ensure adequate protection of proprietary, customer and other confidential information accessible from the telework location. "Adequate protection" shall be determined at the sole discretion of OMES.

Telework employees shall continue to adhere to all applicable OMES policies and procedures.