



State Teleworking Policy

Georgia CommuteSmart

Telework is a management option, not a universal employee benefit.

Purpose

This document defines the teleworking program and the guidelines and rules under which it will operate.

Employees taking part in Georgia CommuteSmart must comply with all related state personnel policies and practices. This program can be utilized by managers as a tool to promote workforce productivity.

Employee salary and benefits will not change as a result of participation in Georgia CommuteSmart.

Employees agree that unless their teleworking arrangement is a condition of employment, that teleworking is voluntary and may be terminated by the agency, with or without cause at any time.

Terms and conditions of employment for teleworkers and managers remains the same. Work hours, overtime compensation and vacation schedules must conform to the state's guidelines and to terms otherwise agreed upon by the employee and their supervisor.

The employee shall adhere to all policies, rules and regulations of the agency and state while teleworking. The employee agrees not to conduct personal business during the defined teleworking period at the alternate workplace.

Coordination

Each agency using telework shall designate an Agency Coordinator to be responsible for the day-to-day coordination and management of the agency's teleworking program. The Clean Air Campaign will assist agencies in developing policy and training programs, and provide overall guidance on teleworking.

Eligibility

Successful teleworkers have the support of their supervisors. Employees will be selected based on the suitability of their jobs, an evaluation of potential success as a teleworker and an evaluation of their supervisor to handle remote workers. Each agency will make its own selections.

Teleworker's Agreement

Every teleworker will have a signed Teleworker's Agreement on file with their manager and Agency Coordinator. This agreement needs to be updated when substantial changes are made to the teleworking arrangement.

Work space

Since the employee's remote work space is considered an extension of the state agency work space, the state has workers' compensation liability for job-related accidents during the employee's telework hours. The state has the right to make on-site visits to the employee's residence or other alternative work site at mutually agreed-upon times, with reasonable notice to determine that the work site is safe.

The employee remains liable for injuries to third persons and members of the employee's family on the employee's premises.

Individual tax implications related to the home work space shall be the responsibility of the teleworkers. Participating employees are advised to consult a tax expert.

Equipment, Furniture and Supplies

The use of equipment, software, data supplies and furniture, when provided by the state for use at the remote location, is limited to authorized persons and for purposes relating to state business. The employee is responsible for seeing that equipment is properly used. The state will provide for repairs to state equipment. When the employee uses their own equipment, the employee is responsible for maintenance and repair of that equipment. Office supplies (e.g., pens and paper) shall be provided by the agency and should be obtained during the teleworker's in-office work period.

The employee is expected to use his or her own furniture, telephone lines and other equipment (with the exception of any equipment provided by the agency). All reimbursement should be pre-approved by the agency.

Security

The teleworker is responsible for maintaining confidentiality and security at the alternate workplace, as the teleworker would at the primary workplace. The employee must protect the security and integrity of data, information, paper files and access to agency computer systems. State Information Technology policy and Internet and technology use policies apply to teleworking, as they would in the primary workplace.

Child Care, Dependent Care and Business Guests

Teleworkers may not use telework as a child care or dependent care option. The teleworker may not have business guests at the alternate workplace or any other location except the agency's offices.

Mileage Reimbursement

Mileage between the home and the employee's assigned office or other telework location shall be considered commute mileage and not subject to reimbursement.