

**ARIZONA DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION**

STATEWIDE HUMAN RESOURCES POLICIES AND PROCEDURES

Policy Number:	Effective: 04/01/1990
Subject: Telework	Revised: N/A
Policy Section: Conditions of Employment	Supersedes: N/A
Responsible HRD Section: HR Deputy Director's Office	Review Date: 11/01/2012

Scope:

All ADOA Personnel System agencies, boards, and commissions

Authority:

A.R.S. § 49-588, Major employer travel reduction requirements
Executive Order 2003-11

Definition:

“Telework” is an alternate work arrangement for selected employees to work at home or a state office location closer to home, one or more days a week.

Policy:

The State of Arizona Telework Program is designed to make working at home an effective alternative. By understanding this policy governing conditions of participation, equipment use and liability issues you will have a greater awareness of your obligations – and the State’s obligations – about working at home.

This telework policy provides a general framework for teleworkers in all state agencies and does not attempt to address the special conditions and needs of all individuals. More specific conditions relating to the employee working at home are detailed in the Telework Agreement, which must be negotiated by the employee and his/her supervisor subject to manager’s approval.

All teleworkers and their supervisors will attend a training session and must comply with the State’s Telework Policies.

Offering the opportunity to work at home is a management option; telework is not a universal employee benefit. An employee’s participation in the State’s telework program is entirely voluntary. The employee, supervisor or manager may terminate teleworking without cause.

The teleworker’s conditions of employment with the State remain the same as for non-teleworking State employees.

Employee salary, benefits, and employer-sponsored insurance coverage will not change as a result of teleworking.

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Since the employee's home work space is an extension of the agency work space, the State's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. To ensure that safe working conditions exist, the State will retain the right to make on-site inspections at mutually agreed upon times.

Any changes to the above-mentioned schedule or work space must be reviewed and approved by the supervisor and manager in advance.

In some instances, the teleworker will provide his/her own equipment. State equipment in the home office may not be used for personal purposes.

Unless otherwise agreed to in writing prior to any loss, damage or wear, the State does not assume liability for loss, damage or wear of employee-owned equipment.

Office supplies will be provided by the State and should be obtained during the teleworker's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. The State will not provide office furniture.

State-owned software shall not be duplicated.

To insure hardware and software security, all software used for telework must be approved by the supervisor and manager before installation and only approved websites may be contacted.

Restricted-access materials shall not be taken out of the office or accessed through the computer unless approved in advance by supervisor and manager.

Telework is not a substitute for child care. Teleworkers with small children shall make arrangements for child care during the agreed-upon work hours.

While teleworking, the employee should be reachable via telephone, within reason, during agreed upon work hours. Teleworkers must notify the office if they leave their telework location, much like they would inform the receptionist when leaving the traditional office during the work day.

All teleworkers and their supervisors will participate in studies when necessary to evaluate the State's telework program.

Procedure:

Not applicable

Related Form(s)/Link(s):

[Telework Arizona website](#)

[Telework Training Workbook](#)

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Corresponding Policy(ies):

Not applicable

Contact:

If you have any questions related to HR Policy, please contact your agency's Human Resources Office/representative.

Policy History (supersedes):

Not applicable