



TELEWORK AGREEMENT

This Oklahoma Conservation Commission Telework Agreement (“Agreement”) is effective as of _____ (the “Effective Date”), and is entered into between the Oklahoma Conservation Commission (“Commission”) and _____ (“Employee”). This Agreement may be amended as necessary and shall remain in effect until the earlier of termination of this Agreement by the Commission in its sole discretion or by the Employee or until the Employee is no longer employed by the Commission.

The State of Oklahoma has been legislatively mandated to reduce the size of real property used for state government operations by, in part, utilizing a telework arrangement where possible (62 O.S. § 34.11.7).

By approving this agreement, the Commission believes that the Employee is appropriate for a telework arrangement and that the duties of the position may be partially or substantially performed at an alternative work location.

The Commission and the Employee agree to the following:

Telework Site

When working at the approved telework site, the Employee agrees to follow all policies and procedures relevant to the Employee’s position and work location, and the Employee understands that the telework site must meet the Commission’s *Home Safety Guidelines for Teleworkers*. The Employee’s telework site location and work schedule, including all telework time, are detailed in Appendix A. This Agreement does not provide an entitlement to the Employee for telework and in no way conveys nor is intended to convey upon the Employee a contract of employment. Failure by the Employee to comply with the terms of this Agreement may result in disciplinary action, up to and including termination of employment.

Work Assignments and Evaluation

All telework transition adjustments of employee’s work duties and responsibilities as well as how employee’s work output, attendance, and employee time management shall be supervised, monitored, and measured are set forth in Appendix B. The Employee agrees to complete all assigned work according to procedures, guidelines, policies, and standards prescribed by the Commission and the supervisor(s) of the Employee. Evaluation of the Employee’s job performance will be based on established standards detailed in their Performance Management Process (PMP) document. Temporary cessation or termination of this Agreement is within the sole discretion of the Commission.

Pay, Attendance and Leave

Unless otherwise approved, all pay, leave, and travel entitlements will be based on the Employee's officially assigned duty station and the Employee's time and attendance will be recorded as if performing official duties there. The Employee agrees to continue following Commission policies and procedures for requesting and obtaining approval of leave. Because telework employees are working at remote locations not necessarily under Commission or state management, they are responsible for ensuring their own safety at all times.

Per this Agreement, the Employee is enabled to work remotely. Therefore if the Employee is teleworking on day(s) of inclement weather, administrative leave will not be granted unless an emergency or other interruption at the telework site (e.g., power outage) occurs. Upon any emergency or other interruption at the telework site the employee shall notify their supervisor as soon as possible. In some circumstances, the Employee may be redirected to their assigned duty station or an alternate work site.

Overtime

The Employee agrees not to work overtime unless such overtime is ordered or approved per Commission policy (See Work Schedule Policies and Procedures OCC-01).

Equipment

Any work-related equipment and assets to be provided by the Commission and by the Employee are detailed in Appendix A. Although state-owned equipment and assets will continue to be maintained or updated by the Commission, the Employee shall protect the equipment and assets against damage, theft and unauthorized use. The Employee agrees to immediately notify the supervisor or other appropriate manager, and if needed the OMES Service Desk (405-521-2444), if the Employee's ability to perform their duties at their telework site is hampered in any way due to damage, theft, compromise or suspected compromise, or loss of any employee-owned or state-owned equipment or asset.

The Employee agrees to be responsible to service and maintain any employee-owned equipment, asset or service enabling telework, and the Employee shall not be eligible for reimbursement of these costs except to the extent specifically agreed in writing by the Commission. Moreover, the Employee agrees to protect any employee-owned equipment and asset against damage, theft and unauthorized use. Employee acknowledges that any work-related information stored on employee-owned equipment shall be subject to disclosure pursuant to the Open Records Act and the Employee agrees to fully cooperate with any open records request for this information in a timely manner.

After termination of this Agreement, all state data shall be deleted from any employee-owned equipment or asset and all state-owned property shall be returned or be made available for return by the Employee to the Commission within a reasonable time as determined by the Commission in its sole discretion. The Employee agrees to be liable for the replacement or repair cost, as applicable, of state-owned equipment or assets that are lost, damaged or unreturned after termination of this Agreement.

Costs

The Commission will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the telework site. However, the Employee does not give up any right to receive reimbursement for job-related expenses specifically authorized by their supervisor.

Liability

The Commission shall not be responsible or liable for damages to the telework site or other property at the telework site that is not state-owned equipment or assets and shall not be liable for personal injury damages, whether to the Employee or any other person, except to the extent the Commission is found liable for a workers' compensation claim of the Employee under applicable law.

Travel

The Employee shall not be entitled to reimbursement of any nature if requested to report to the Employee's officially assigned duty station. However, the Employee shall remain eligible for reimbursement for travel to other locations in accordance with the State Travel Reimbursement Act and Commission policy.

Verification of Primary Telework Site Safety

The Employee shall inspect the Telework Site and assess the physical safety in accordance with the *Home Safety Guidelines for Teleworkers*. The Employee shall acknowledge and agree that the Telework Site meets the guidelines and the Employee acknowledges that they have had an opportunity to express any issues or concerns related to the Telework Site. The Employee agrees to maintain the workspace to be utilized at the Telework Site free of safety and fire hazards.

Family Responsibilities

The Employee agrees that performance of work duties at the telework site shall not be used as a replacement for or supplement to dependent or elder care and will comply with Commission policy (See Telecommuting or Teleworking Policy OCC-01A).

Telework Agreement

By and Between
Commission / Employee Name

Signature Page

The undersigned Employee has read, understands, and has been provided an opportunity to obtain clarification of the terms of this Agreement, including Appendices A and B attached hereto and incorporated by reference.

Employee Signature (Name and title) _____ Date _____

Supervisor Signature (Name and title) _____ Date _____

Approvals

<p>Initial Principal Staff Telework Agreement Review</p> <p>Dated: _____</p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/></p>
<p>Principal Staff Telework Agreement Special Review <i>(Revisions increasing telework days / scheduling hours outside of the 6 am to 6 pm time frame)</i></p> <p>Dated: _____</p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/></p>
<p>General Telework Agreement Revision Approval <i>(By supervisors next highest level of supervisor)</i></p> <p>By: _____ Date: _____</p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/></p>

Telework Agreement

By and Between
Commission / Employee Name

Appendix A

Assigned Duty Station: _____
Site name (e.g., Commission Office) and address

Authorized Telework Site: _____
Site designation (e.g., Employee home) and address

Work Schedule: For a typical work week, indicate below the number of hours to be worked at a Telework Site (T) vs. the number of hours to be worked at the assigned duty station (O).

Day of the Week	Number of Hours/Location O=Assigned Duty Station T= Telework Site	
Example: Monday	4 O	4 T
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

State-Owned Equipment (including telecommunication services):

Employee-Owned Equipment (including telecommunication services):

Desk, chair,

Telework Agreement
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Appendix B

Employee Telework Adjustments

[Detail below any adjustments, additions, or variations of employee's duties and responsibilities at their assigned duty station, telework site, or other location due to telework transition]

Plan of Supervision

[Insert description of how employee's work output, attendance, and employee time management shall be supervised, monitored, and measured by the supervisor to ensure a successful telework experience and within the Employee's Performance Management Process (PMP)]

Additional Provisions

[Reserved for any necessary additional agency-specific provisions]



Policies and Procedures

Telework Self-Assessment Form

Before applying to telework, use this form to help you decide if you are ready. This isn't a test; instead it is an exercise to make sure you have considered the issues that may limit the amount of telework you can do. When you apply for telework, your supervisor may want you to bring this form so you can discuss the results together.

Telework Frequency.

The Commission and your supervisor, will weigh various factors when determining how frequently you can telework, for example, the amount of your work that can be done remotely, how often you need to meet with staff or others and if that can be scheduled around telework and how often you need to be present for meetings, etc.

In addition, your supervisor may limit frequent telework to employees with a lot of experience. You may need to start with only one day a week and apply for additional days over time. In many positions, the greater the frequency of working from home, the greater the need to be "networked" to the office computer system. This may also play a role in your supervisor's decision.

Have you considered each of the following when thinking about how often to work at home versus in the office? Write in any thoughts you have about how you will adapt or make arrangements to accommodate these issues.

√	Concern	Notes
	Amount of your work that can be done just as well from home	
	The need to attend staff meetings	
	The need to work in person with project team	
	Being there to assist coworkers with questions/problems	
	Missing the social interaction with colleagues	
	Meeting with clients / Ability to schedule client meetings	

	Having access to files & documents	
	Access to special equipment	
	Security requirements of your work	
	How home life might be affected by telework	

How frequently do you want to telework?

Occasionally Once a week Twice a week 3 times a week 4 times a week or more

Here are some factors for you to consider. Think about each and record any concerns you have and how you will address them in order to telework.

1. **Job Performance:** How well do you know the job and your organization? Do you consistently meet deadlines? Do you show up on time to work and to meetings? Can you work independently without the need to frequently check with your supervisor?

2. **Self-Discipline:** Can you get the job done when no one is watching? Do you have good time management skills? Can you avoid the distractions of family, household chores, and television? If friends or neighbors call or drop by too often, will you be able to tell them to leave so you can get back to work?

3. **Communication:** Do you have the ability to stay in close communication with your supervisor and coworkers when working remotely? Will you return calls, emails, and other messages quickly? Are you willing to work with your supervisor to find a way to communicate assignments and progress?

4. **Technology:** Are you willing to learn any software that may be required to work from home, such as Instant Messaging or Web Conferencing software? If you are using your own equipment, are you willing to run antivirus software or other currently licensed programs required by the Commission and the State?

5. **Home Office:** Do you have a suitable space at home that you can use as a home office? Are you willing to give up some of your living space to create a home office? The Commission may have a number of requirements for the design and outfitting of a home office, and may make an inspection to verify these requirements have been met. Are you comfortable with this?

6. **Working Alone:** Not everyone is comfortable working alone. Some people miss the social interaction and feel isolated if they work alone too often. Have you considered what it will be like to work alone for the number of days you requested?

7. **Co-Workers:** How will your coworkers be affected by you working at home the number of days you requested? Do they rely on you for help? Do you rely on them? If you telework, will it mean extra work for your coworkers? Will they be covering for you? Will coworkers resent you teleworking?

8. **Desk Sharing:** Teleworkers who work at home a lot sometimes have to give up their regular desk back at the office. When they go into the office they share a desk or reserve a desk. How do you feel about this?



Home Safety Guidelines for Teleworkers

The teleworker is responsible for ensuring a clean, safe, and ergonomically sound home/work office as a condition for teleworking. The teleworker should review these recommendations with his/her supervisor before teleworking is approved

GENERAL SAFETY

- Designate a workspace to be used for teleworking
- Maintain a clean and safe workspace free from hazards or dangers to the employee or agency equipment
- Have adequate lighting

FIRE AND ELECTRICAL SAFETY

- All electrical plugs, cords, outlets, and panels are in good condition and accessible
- Computer equipment is connected to a surge protector
- Walkways, aisles, and doorways are unobstructed
- Keep work area clean and avoid clutter which can cause fire and tripping hazards
- A working smoke detector is in the workspace and a fire extinguisher is easily accessible

COMPUTER WORK STATION

- Have reliable and high speed internet access
- Designate a workspace with a desk, ergonomic chair and storage space
- Office supplies are stocked at designated workspace

OTHER SAFETY/ SECURITY MEASURES

- Storage of files, data, and relevant work related information and data meets agency and state security protocols
- Storage for sensitive and important documents is sufficient

I have read and will comply with the OCC safety guidelines as indicated above.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____