

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.01.130	PAGE 1 of 3
	EFFECTIVE DATE January 20, 2022	
SUBJECT Telework	SUPERSEDES	DATED
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

The purpose of this procedure is to (1) inform managers, supervisors, and employees of updated definitions related to routine telework; (2) establish a new type of workspace, a hybrid workspace; and (3) outline the process for conflict resolution related to telework.

POLICY

For routine telework, employees in the office 50% or less of their scheduled days are not guaranteed a designated workspace. The department follows the State of Alaska, Department of Administration, Division of Personnel and Labor Relations (DOPLR) Telework Policy. If a conflict exists between policies, the DOPLR guidance supersedes this policy. This policy does not apply to situational telework, as defined in the DOPLR Telework Policy.

DEFINITIONS

Routine Telework: An arrangement to permit employees to perform their job duties at an alternate work location in accordance with an established Teleworking Work Agreement (TWA).

Designated Workspace: A designated workspace located in a State-owned or leased office location.

Hybrid Space: Hybrid spaces are unassigned office spaces available for teleworkers. Hybrid spaces may include multiple types of space, such as offices, cubicles, and open office areas. Individuals do not store personal items in hybrid spaces.

Telework: Employees divide their working time between an alternative worksite and a designated workspace identified in a TWA. Two sub-definitions of telework clarify the classification of teleworkers and their in-office space allocation.

Traditional Teleworker: A traditional teleworker is an employee with an approved TWA who works in a designated workspace more than 50% of their scheduled days.

Hybrid Teleworker: A hybrid teleworker worker is an employee with an approved TWA who works 50% or less of their scheduled days at a designated workspace.

On-site Worker: An on-site worker is an employee that works primarily in a designated workspace and does not have a TWA.

PROCEDURE

Telework Agreement Approvals and Conflict Resolution

- Approval: Approvals of TWA's shall follow the procedures set out in the DOPLR Telework Policy. Teleworking is available to employees when approved by supervisors.
- Termination of a telework agreement: Established reasons for terminating a TWA are outlined in the DOPLR Telework Policy.
- Conflict resolution: If an employee disagrees with their supervisor's determination regarding approval or termination, the division director shall make the ultimate determination.

Hybrid Office Spaces

Hybrid Teleworkers may be asked to release their designated office space to utilize the array of hybrid telework spaces. The department aims for all hybrid workspaces to have equivalent technological capabilities.

Employee Responsibilities: Needed in-office items may be stored on-site if secured storage space has been established or brought along during day use of a hybrid workspace. Employees shall transport their issued laptops and headset between the hybrid workspace and alternative worksites. Individuals do not store personal items in hybrid spaces. Sanitation best practices should be followed upon arrival and departure from a hybrid workspace. Hybrid workers may be assigned a state-issue cell phone in lieu of a desktop phone. Hybrid workers may also have assigned phone numbers ported to Microsoft Teams in order to make and receive phone calls through a designated office number.

Employer Responsibilities: The employer is responsible for maintaining a scheduling system for hybrid spaces. For hybrid spaces, a minimum of two monitors, keyboard, mouse, docking station, and essential office supplies will be provided. Employer will

provide adequate technology to perform job functions; employees should work with supervisors to address any specific job needs.

Performance Management

The performance of teleworkers will be evaluated consistent with AspireAlaska, the department's regular performance management, and training system. AspireAlaska is an online tool beneficial in defining performance based on productivity rather than presence in-office. The employee and supervisor will mutually agree upon smart goals and training objectives to aid performance management before entering into a telework agreement.

AUTHORITY

State of Alaska Department of Administration, DOPLR Telework Policy

IMPLEMENTATION RESPONSIBILITY

Commissioner, deputy commissioners, regional/division directors, system directors/managers

DISTRIBUTION

All department employees via the DOT&PF website