


Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
	TITLE	IMPP
	Telework	6.47
		EFFECTIVE DATE 4/13/2023
	APPLICABILITY ALL MEMBERS	RESCINDS/AMENDS 10/30/2012
REFERENCES: Section 110.171, Florida Statutes AUTHORITY: Executive Director, Florida Statutes		
IMPP OWNER: HUMAN RESOURCES		

POLICY

The agency supports telework as a viable alternative work arrangement. FWC will give equal consideration to all employees for participation in telework. However, telework is not necessarily appropriate for every position or employee, and employees are not guaranteed approval to telework. Each Division/Office (D/O) will evaluate and determine which positions and to what extent, if any, staff are eligible to participate in the FWC Telework Program. In evaluating the Program's possible benefits to the agency and staff, D/Os primary consideration is to ensure that operational needs of the work unit, division and of the agency are not compromised. Occasional and sporadic work from home and work duties while in travel status do not meet the definition of "telework".

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6.47.1 DEFINITIONS

- A. Optional Telework** – Positions designated appropriate to conduct all or some of the work duties from an alternate location but is not a requirement as a condition of employment.
- B. Required Telework** – Positions that are directed to work from an alternate location (e.g., home) as a condition of employment.
- C. Telework** - Section 110.171(1)(c), F.S., defines telework as a work arrangement that allows a state employee to conduct all or some of his or her work away from the official worksite during all or a portion of the state employee's established work hours on a regular basis. For FWC purposes, telework is designated by an official Telework Agreement.

- D. Telework Agreement** - A document that specifies the terms and conditions of telework, which is signed and agreed to by the teleworker and the chain-of-command supervisor through the Division Director or designee(s).

6.47.2 EMPLOYEE ELIGIBILITY AND PARTICIPATION

- A.** For a position to be designated eligible for telework, the supervisor must determine that some or all the position's tasks can be performed successfully away from the office.
- B.** Although a position may be identified as telework eligible, the supervisor must determine whether the employee is an appropriate candidate for telework. This analysis should include consideration of factors such as, the employee's ability to work independently, past performance, dependability and trustworthiness, and level of self-motivation.
- C.** An employee whose current evaluation rating is below "Meets Expectations" or who has documented performance deficiencies in the previous six months is not eligible to participate in telework until their performance returns to a satisfactory status. Teleworking employees who receive a performance evaluation that is below "Meets Expectations" or have documented performance deficiencies within the previous six months shall have their Telework Agreement rescinded.
- D.** Participation in telework will not adversely affect an employee's eligibility for advancement or any other employment rights or benefits.
- E.** Participants will be compensated for all pay, leave, overtime and travel reimbursement (if applicable) as if duties were performed at the official work site.
- F.** Participants are subject to all rules and internal policies and procedures that are applicable to non-telework employees.
- G.** Participants are covered by State of Florida workers' compensation coverage while performing official duties at an approved telework work location. If an injury is determined to have been caused by employee negligence or the employee's failure to maintain safe working conditions over which the employee had control, the employee may be subject to disciplinary action.
- H.** Employees participating in telework shall not conduct face-to-face state business at the telework work location except for installation and maintenance of equipment or work-site delivery of office supplies or equipment or delivery of work-related materials and assignments.
- I.** For "optional" telework participants, the agency may terminate participation in writing at any time with ten-business days' notice. If the termination of participation is related to employee discipline, unsatisfactory work performance or failure to abide by the Telework Agreement, the ten-business days' notice is not required. The employee may terminate participation in writing at any time via written notice. The supervisor will bring the employee back into his or her official worksite as quickly as possible upon receipt of the employee's written notice to terminate participation. Upon return of the employee to their official worksite, the supervisor shall rescind the Telework Agreement in SharePoint. If the employee is required to telework as part of normal business operations the D/O shall:
 - 1.** Include the requirements to telework and the associated terms and conditions as part of the position description specifying the minimum amount of telework required.
 - 2.** Provide at least 30 calendar days' written notice to affected employees of intent to impose or remove a requirement to telework.
 - 3.** Provide at least 15 calendar days' written notice to affected employees of intent to revise the terms and conditions of the current telework arrangement.
 - 4.** Specify the telework requirement in any recruitment activities.

6.47.3 HOME DESIGNATED AS OFFICIAL WORK LOCATION

Employees required to reside in FWC housing under a lease agreement (e.g., Wildlife Management Area housing), and the residence is their official work location too, shall complete a Telework Agreement.

All sworn positions (excluding sworn positions within the OIG and sworn positions reporting to an office location on a daily basis) are not required to complete a Telework Agreement due to the duties and responsibilities that, by their nature, are performed routinely in the field away from the official worksite.

Employees approved for telework may have their home office sites designated as their work site. Alternative work sites may be allowed upon approval of the supervisor and may not be changed without prior written approval. A modified Telework Agreement must be completed and approved.

6.47.4 APPROVAL OF PARTICIPATION IN TELEWORK PROGRAM

An eligible employee may request to enter into a Telework Agreement, or any chain-of-command supervisor of the employee may request the employee enter into a Telework Agreement. Employee participation is voluntary, unless the position held is designated as telework required. Approved participation in telework must be supported by a Telework Agreement. The participating employee and chain-of-command supervisors through the Division Director or designee(s) must complete the online agreement process prior to the employee being allowed to telework. All Telework Agreements for FTE and OPS staff shall contain a minimum of two (2) performance metrics, which shall be tracked by the supervisor. Telework Agreements completed for FTE's will be uploaded to their performance expectations in People First. Failure to comply with provisions of the Agreement may result in termination of the Agreement and disciplinary action.

6.47.5 WORK SCHEDULES/ASSIGNMENTS AND TIME REPORTING

- A.** The employee must be accessible by phone or e-mail during the approved working hours.
- B.** The employee is expected to meet with the supervisor to receive work assignments and to review completed work as necessary on a schedule determined by the supervisor. The employee will continue to complete all assigned work in accordance with normal work directives/procedures, guidelines and performance standards.
- C.** Participants must receive prior approval from their supervisor to deviate from their approved work schedule, including requests for the use of leave. In order to utilize sick leave on a telework workday, employees must contact their supervisor at the beginning of the workday, except in case of a medical emergency.
- D.** Supervisors may require employees to return to work at their official worksite for meetings, to meet workload requirements or for other reasons as determined necessary. If an employee is required to return to their official work site on a normal telework day, the supervisor may, but not required to, allow the employee to use an alternate day as a telework day if workload and schedule allow.
- E.** The employee must attend all required meetings and training programs at locations designated by the supervisor.
- F.** The employee may not be a caretaker to others at the alternative work site during work hours.

6.47.6 EQUIPMENT/RESOURCES/ SUPPLIES

- A. The FWC will determine the appropriate equipment and materials needed for each telework arrangement based upon the nature of the employee's duties. A supervisor should carefully consider any excessive need for specialized materials or equipment before approving a position for telework.
- B. FWC-owned computers shall be used at the employee's telework work location to conduct FWC business. FWC-owned equipment will be serviced and maintained by the agency. The employee is expected to protect the equipment against damage and unauthorized use. Equipment supplied by the FWC is to be used in accordance with IMPP 3.2 Remote Access Policy and IMPP 3.7 Information Technology Resource Usage.
- C. The employee is responsible for maintenance of personal equipment used in telework. The state will not be liable for any damages to the employee's property caused by telework. The state will not be responsible for operating cost, home maintenance or any incidental costs (such as but not limited to utilities, waste management) associated with the use of the telework work location.
- D. General office supplies necessary for teleworking staff will be provided for position designated as required to telework. Employees must receive prior approval before purchasing office supplies or other items for use at their approved telework work location. Printers and printing supplies are not permitted to be purchased for "optional" Telework Agreements. Section Leaders or their designee may approve installation and/or monthly costs for internet service for "required" telework positions to carryout job functions from the telework site.

6.47.7 REPORTING REQUIREMENTS

- A. In accordance with 110.171, F.S., agencies shall review all new FTE and OPS positions and designate those positions that the agency deems appropriate for telework. currently approved to telework are posted on the Human Resources Telework SharePoint site. [*The Guidelines for Identifying Job Classifications and Positions Appropriate for Telework and Determining Employee Eligibility*](#) is available to assist in the determination process.
- B. In accordance with Florida Statutes, s. 255.249(8), reporting requirements, the FWC Facilities Services Manager or designee shall reference the agency's Telework Program in its annual report to the Department of Management Services.
- C. Telework Agreements must be reviewed in conjunction with the employee's annual review. Telework Agreements will remain valid until amended or terminated in writing by either party in accordance with section 6.47.2 of this policy.

6.47.8 SECURITY CONTROLS

- A. The employee will apply safeguards, approved and provided by the supervisors, to protect public records in the custody of the employee from unauthorized disclosure or damage and the employee will comply with all public records requirements set forth in Chapter 119, F.S. The employee must retain all records, papers and correspondence and return them as directed by the supervisor. Release or destruction of any records shall only take place at the official worksite in accordance with statutes and regulations. Electronic files are considered official records and must be similarly protected.
- B. Only FWC owned computing and storage devices may be used to store confidential information. All confidential information must be stored in accordance with IMPP 3.7 and applicable program policies and procedures.

FORMS

FORM NUMBER	FORM TITLE

Approved: Thomas H. Eason
Thomas Eason, Acting Executive Director or Designee

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