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| <p style="text-align: center;">MISSOURI DEPARTMENT OF TRANSPORTATION</p>  <p style="text-align: center;">PERSONNEL POLICY MANUAL</p> | Chapter Title Employment | | |
| | Policy Title Telework | | |
| | Policy Number 0513 | Page 1 of 3 | Effective Date February 1, 2022 |
| Approved By Steve Meystrik, Human Resources Director | Supersedes Policy Number 0513 | Page 1 of 1 | Prior Effective Date January 1, 2020 |

POLICY STATEMENT

The department will allow employees to telework, with the approval of the district engineer or division leader/state engineer.

DEFINITION

Telework: A work arrangement that allows an employee to perform duties and responsibilities of their position from an approved alternate non-MoDOT worksite other than the location from which the employee would otherwise work.

PROVISIONS/REQUIREMENTS

1. Positions eligible for telework are those that can be performed at an alternate site without diminishing either the individual's or the overall department's quality of work, productivity, or level of service. The "MoDOT Telework Worksite Safety Checklist" and "MoDOT Telework Agreement" forms must be completed by the employee and approved prior to a telework arrangement being established. All requirements contained in the agreement, including mandatory training, must be completed and verified by the supervisor prior to approval. Supervisors must retain the original forms and provide one copy to the local Human Resources office and one copy to Central Office Human Resources, Employment Section.
2. When an employee submits a telework agreement, if the supervisor and/or the district engineer/division leader/state engineer does not agree that either the position is eligible or the employee is suitable, they must send the MoDOT Telework Safety Checklist and the MoDOT Telework Agreement to the Central Office - Human Resources Division (HR) for additional review(s). This additional level of review(s) of the employee's telework agreement must take place **before**

- an employee is advised their agreement has not been approved. Once a final review has been conducted by Central Office HR and others involved in the review process, the supervisor and district engineer/division leader/state engineer will be notified and given instructions regarding proper written notification to the employee. Appeals for denials are to be filed in writing by the employee directly with the Chief Administrative Officer, Missouri Department of Transportation, P.O. Box 270, Jefferson City, Missouri 65102, within 30 calendar days of receipt of the written notification of denial. (See MoDOT Telework Agreement for instructions.) Telework denials are not grievable under MoDOT Personnel Policy 2100, "Grievance Procedure."
3. Telework agreements may be approved and implemented on a short-term or long-term basis. A telework agreement is not required when, on an occasional basis, an employee is approved to work from an alternate site due to circumstances such as inclement weather.
 4. Telework does not modify the applicability of benefits, personnel policies, responsibilities, or any other terms and conditions of employment.
 5. Employees are required to use department-owned records and materials for purposes of department business only, and to protect them against unauthorized or accidental access, use, modification, duplication, destruction, or disclosure. A telework employee must immediately report to their supervisor instances of loss, damage, or unauthorized access.
 6. Employees shall remain accessible during their designated work hours and abide by all requirements listed in the MoDOT Telework Agreement. Supervisors will be responsible for monitoring the effectiveness of a telework employee's performance based on established performance measurements.
 7. Telework arrangements are an optional benefit provided by the department. Employees do not have a right to be approved for, or continue in, a telework arrangement. The department retains the right to modify or terminate a telework arrangement if it is determined it is no longer a benefit to the organization, the employee is not meeting the established performance measurements for their job, there is a decrease in quality or quantity of work, or decreased customer service. MoDOT will attempt to provide ample notification to the employee if the need to modify or terminate a telework arrangement occurs.
 8. Employees are expected to maintain the same standards of professionalism (including in their telework location's décor) and health and safety at their telework location as they have at their assigned district/division/office, and abide by MoDOT policies and values and the requirements and conditions listed on the "MoDOT Telework Worksite Safety Checklist" at all times.

9. Central Office Human Resources is responsible for conducting an annual review of active telework arrangements.
10. Supervisors are responsible for reviewing and discussing telework arrangements with employees on a regular basis, including during the employee's performance development conversations.
11. The department will provide information technology tools, supplies, and applicable accessories necessary and reasonable for the employee to perform their job function while teleworking. The department will not provide office furniture (e.g., chairs, desks, etc.) for the employee's telework location. The department will not reimburse for any expenses related to telework, including additional phone lines (installation or monthly fees) or for primary internet access in employees' residences or other locations not on department property.
12. Employees are required to take precautions at the telework site to ensure the security of data, files, confidential information, as well as department-provided supplies and equipment.
13. The department's workers' compensation program provides coverage for injuries or illnesses incurred in the course and scope of employment. Injured telework employees must notify their supervisor immediately and complete all required documents. Please refer to Personnel Policy 0507, "Workers' Compensation." If a workers' compensation claim is filed for an incident occurring in a residence, employees must make the site of the incident available for investigation.
14. Employees who telework from their residence remain solely liable for injuries to members of their family or any other third party, or any damages to real or personal property that occur on the employee's premises.
15. Employees may experience changes to personal tax liabilities or insurance. Compliance with tax and insurance laws are the responsibility of the employee. Employees are encouraged to consult with their personal tax and/or legal advisors.

CROSS REFERENCE

[Personnel Policy 0507, "Workers' Compensation"](#)

FORMS

[Telework Worksite Safety Checklist](#)

[Telework Agreement](#)