



Policy Number: **4.0**
Policy Title: **Remote Work**
Revision Date:
Effective Date: May 11, 2023
Authority: IRS Pub 1075

PURPOSE

This policy is established to create best practices regarding Department of Finance and Administration (“DFA”) employees performing their job responsibilities under remote work arrangements. The policy outlined below is not applicable to requests to work remotely for an accommodation under the Americans with Disabilities Act (“ADA”). All ADA requests must be made to the DFA Human Resources Office.

SCOPE

Nothing described herein shall be held or construed to change the conditions of employment or compliance with Arkansas law and DFA policies. All employees shall remain subject to discharge or discipline to the same extent as if this Remote Work Policy had not been put into effect. All persons employed by the DFA are hired, evaluated, promoted, and/or discharged in accordance with the laws and policies governing employment with the State of Arkansas and its agencies. Employees working in a remote work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, outside employment, conflict of interest, attendance, and leave policies.¹ Not all DFA employees may be eligible to participate in remote work. Remote work arrangements are at the discretion of the DFA Secretary or his/her designee.

POLICY

A remote arrangement may be an option if the job duties, the supervisor’s responsibilities, the employee’s work habits, and other eligibility factors are suitable for such an arrangement. A remote work arrangement must be consistent with the efficient and effective operation of the State and DFA. Employees must recognize that the operational needs of DFA take precedence over individual desires and that not all requests will be granted. A remote work arrangement is not an entitlement, and the authorization of a remote work arrangement is a revocable privilege. Employees and supervisors are responsible for the success of the DFA remote work arrangement program. If approved for a remote work arrangement, the employee is expected to maintain appropriate levels of productivity and quality of work.

DFA Managers and Supervisors are responsible for maintaining accurate and up to date work schedule records for employees who work a remote work arrangement. Remote work arrangements may be discontinued at any time at the request of the employee or DFA management with reasonable notice of the change by the requesting party, if possible.

¹https://www.dfa.arkansas.gov/images/uploads/humanResourcesOffice/DFA_Handbook.pdf
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ELIGIBILITY

An employee must, at a minimum, satisfy the following criteria to be eligible for a remote work arrangement:

- The employee's job duties must be conducive to a remote work arrangement. A remote work arrangement shall not be granted to an employee if the arrangement would decrease service quality, increase workload on co-workers, or negatively impact DFA operations.
- The employee must have a minimum of six months of continuous, regular employment with the State.
- The employee must have satisfactorily completed any applicable training for their position.
- If applicable, the employee must have at a minimum, a satisfactory or better performance record at DFA.
- If applicable, the employee must have no disciplinary actions at the level of a written warning or above in the past six months prior to application for remote work; and
- The employee must not currently be on a Performance Improvement Plan

REMOTE WORK SCHEDULE

Remote work provides employees an opportunity to work at a location other than their regularly assigned office location. An employee approved for this arrangement will work from his or her residence, or another approved alternate location, on a schedule agreed upon by the Supervisor and DFA Administrator. Remote work is not intended to be a replacement for childcare or a replacement for taking leave.

All options for remote work schedules must be approved in advance by the DFA Manager. An employee will not be approved for a regular remote work schedule that includes more than three days of remote work per week. Additionally, DFA Managers must ensure that at least one supervisor or manager is in the office each day.

To begin working a remote work schedule, an employee must have his or her remote work schedule approved by the DFA Manager and consent to the terms of remote work in this policy and the DFA Remote Work Agreement. The approved schedules will be reviewed periodically with the DFA Manager and DFA Administrator.

An employee working a remote work arrangement is expected to meet all obligations of his or her position. If a business need arises, an employee will be required to report to the office, even if scheduled to work remotely that day. If DFA notifies the employee on the day of the business need, the employee must report to the office within two hours of the notice. The employee may not be assigned another day that week to work remotely to make up time that was worked in the office on a remote workday.

There shall be no rescheduling of remote or onsite workdays to accommodate employee absences or other needs of the employee. If an employee is absent on a scheduled remote workday, the employee must submit leave. If an employee takes leave on a day that was



scheduled as a remote workday, the employee will not be assigned another day that week to work remotely to make up the time for which leave was taken on a remote workday.

An employee may also be allowed remote work for special circumstances that are situational and not expected to be an ongoing occurrence if the employee obtains approval from the DFA Manager in advance. The DFA Administrator may authorize a discretionary short-term schedule that allows more than three days of remote work per week if it accomplishes a business need of the agency.

DEFINED PERFORMANCE STANDARDS

Employees working remote arrangements are required to maintain their regular workload and performance standards. Supervisors are responsible for identifying an employee's performance objectives and clearly conveying those objectives to the employee. Supervisors may establish procedures requiring employees to provide productivity reports while working remotely. DFA reserves the right to monitor an employee's productivity while they are working remotely.

GENERAL CONDUCT EXPECTATIONS

In addition to adherence to all Arkansas laws and DFA policies, employees are required to wear business casual attire as described in the DFA Handbook and DFA Policy 3.2 when participating in video teleconference meetings while working remotely. Employees working remote arrangements are expected to be available and to timely respond to all communication during scheduled work hours.

DISCIPLINARY ACTION

An employee who receives a disciplinary action at the level of a written warning or above is not eligible for a remote work arrangement and his or her remote work schedule will cease immediately upon receipt of the disciplinary action.

SAFE WORKSPACE

Employees authorized to work remote arrangements must have an available and suitable workspace. The workspace must be maintained in a safe condition and free of hazards that might endanger the employee or DFA equipment. In accordance with applicable law, the employee's remote workplace is subject to an on-site inspection during normal work hours for the purpose of determining that the remote workspace is safe and free from hazards and to maintain, repair, inspect, or retrieve DFA owned equipment, software, data, or supplies. In addition, consistent with DFA's expectations of information security, remote work employees must ensure the protection of sensitive information accessible from their home office. Employees authorized to work remotely must use locked file cabinets and desks, regular password maintenance and all other measures required to protect sensitive information.

EQUIPMENT AND SUPPLIES

Employees authorized to work flexible arrangements will be provided a DFA owned laptop and must have a reliable cell phone connection, internet connection, and appropriate equipment and supplies to do the assigned work at the remote workplace. An employee must be authorized to use employee-owned computer hardware peripherals (monitor(s), keyboard, mouse) or other equipment deemed necessary to perform the assigned work at a remote workplace if DFA



resources are not available and the DFA Chief Information Security Officer has approved the equipment. If an employee loses reliable cell phone connection, internet connection, or access to any equipment and devices necessary to perform his or her work duties, the employee will report to work onsite that day otherwise designated as a remote workday. Employees authorized to work remote arrangements shall obtain all supplies from the office needed for work at the remote workplace. An inability to perform one's work because of a failure to obtain supplies is the responsibility of the employee and may result in the employee using leave for the time during which work was unable to be performed during work hours. Any purchases to assist an employee working remotely must be related to the performance of the employee's specific job duties. Any new purchases specific to working remotely under this policy must be approved by the DFA Administrator prior to purchase. Unapproved purchases by an employee will not be reimbursed including, but not limited to, pens, paper, phones, computer software, computer hardware, modems, Wi-Fi network, or cables. Employees are responsible for the cost of maintenance, repair, and operation of personal equipment not provided by the DFA Office of Information Services ("OIS"). The employee will not be reimbursed for supplies regularly available at the main office, expenses for phone bills from a personal phone, or expenses for internet usage.

Department equipment provided to an employee to assist with remote work shall remain the property of DFA and shall be returned to DFA upon the termination of participation in the remote-work program unless other arrangements have been made. The DFA Manager shall maintain a list of equipment issued to an employee to assist with remote work. Failure to return State property could be considered theft. Additionally, the use of equipment, software, data, supplies, and furniture, if provided by DFA, is limited to use by authorized persons and for purposes related to State business only. The employee will be responsible for the security of all items furnished by OIS. Employees authorized to work remotely arrangements are required to report any lost, damaged, or stolen equipment to their supervisor and the DFA Manager as soon as reasonable.

Expenses and Insurance

Tax Considerations: Employees are responsible for any federal and state tax implications of working remotely and the use of a home office.

Workplace Injuries: Employees authorized to work remotely are generally covered under the Arkansas Workers' Compensation Law for injuries occurring during the actual performance of official duties at the remote workplace, which shall be considered an extension of DFA during the agreed upon working hours. Employees authorized to work remote arrangements, or someone acting on the employee's behalf, shall immediately notify the employee's supervisor of any accident or injury that occurs at the remote workplace. DFA will follow Arkansas' policies regarding the reporting of injuries for employees injured while at work. DFA is not liable for damages to the employee's personal or real property while the employee is working at the alternative workplace.

Employment Conditions and Work Hours: If authorized to participate in a remote work arrangement, the employee's duties, obligations, responsibilities, and conditions of employment with the State will be unaffected. Likewise, the employee's salary, retirement benefits, and State-sponsored insurance coverage will remain unchanged by the remote work arrangement. All work



hours, overtime compensation, and leave usage must conform to Arkansas statutes, applicable federal laws, and to the terms otherwise agreed upon by the DFA Employee, Supervisor, and Manager. Non-exempt employees authorized for a remote work arrangement shall accurately record all hours worked and are required to have prior approval from his or her supervisor and manager before working overtime. Supervisors should clearly communicate to employees who are working remotely the hours they are expected to work.

PRIVACY, CONFIDENTIALITY, AND OTHER APPLICABLE STATUTES

Employees and DFA shall institute appropriate safeguards to secure confidential data and information. Employees must still comply with applicable laws and policies, including the Privacy Act, the Arkansas Personal Information Protection Act, the Freedom of Information Act, or other state or federal laws when communicating and handling documents and information, including when working remotely.

DEPARTMENT CONTACT:

DFA, Office of Human Resources
1509 West 7th Street, Suite 300
Little Rock, AR 72201
Phone: 501-324-9065