



STATE CIVIL SERVICE

COVID-19 Temporary Telework Policy

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54, Proclamation Number 25 JBE 2020 (Public Health Emergency – COVID-19)
2. **PURPOSE:** To establish guidelines for employees authorized to temporarily telework during the COVID-19 pandemic.
3. **APPLICABILITY:** This policy applies to all full-time classified employees of State Civil Service authorized to work from home.
4. **SCOPE:** This policy addresses an emergent situation and does not create a past practice or expectation of continuation of this policy outside of a public health emergency event.
5. **POLICY:** It is the policy of State Civil Service that employees may be authorized to temporarily work from home during the COVID-19 pandemic in order to maintain continuity of operations and to provide for social distancing.
6. **DEFINITIONS:**
 - **Eligible Employee:** A full time employee of State Civil Service.
 - **Social Distancing Management:** Taking measures to slow the spread of the pandemic by limiting the opportunities for exposure the virus.
 - **Telework:** For the purpose of this policy is temporarily working from an employee’s home when an employee’s work location is inaccessible or the employee is not able to be located in alternative location due to the pandemic or allowing certain employees to work from home to achieve social distancing management.
 - **Teleworker:** An employee approved to work from home temporarily.
7. **GUIDELINES:**
 - Teleworking is only used when the normal worksite is not available or accessible, or to achieve a social distancing management methodology.
 - All requests for temporary telework by eligible employees should be made through the employee’s supervisor, who will then use the normal chain of command to obtain approval by the Director or his designee.
 - Eligible employees approved by the Director or his designee to telework temporarily will referred to as “teleworkers.”
 - Teleworkers must sign acknowledgment of this policy in order to exercise the right to work from home.
 - Teleworkers will have the responsibility to ensure all the requirements to do official work are met in an environment that allows tasks to be performed safely.

- Teleworkers will be responsible to designate one area in the home that is suitable for official business, and State Civil Service's potential exposure to liability is restricted to this official work area.
- State Civil Service is not responsible for any operating cost that associated with the employee's home as a worksite. This includes maintenance, insurance, and utilities.
- State Civil Service or the teleworker has the right to end the temporary teleworking agreement at any time.

8. TIME AND ATTENDANCE, WORK PERFORMANCE, AND OVERTIME:

- Teleworkers shall satisfactorily complete all assigned work as established and assigned by their supervisor.
- Teleworkers are required to follow normal agency procedures regarding the requesting and approval of overtime, compensatory time and leave.
- If at any point the employee becomes ill during the period in which the teleworker has been approved to work from home, he shall be switched into sick leave status in accordance with the guidelines set forth in the COVID-19 General Circulars.
- Teleworkers are limited to work from their own home only and not in public places with internet access.

9. SAFETY AND EQUIPMENT:

- Teleworkers are required to abide by the same information security policies and procedures regardless of where they are conducting official business.
- Data accessed using privately owned equipment may not be stored on privately owned equipment. Official data may only be stored on State Civil Service furnished equipment.
- Teleworkers are responsible for the security of all official state and agency data.
- State Civil Service furnished equipment must only be used for official duties, and may not be used by non-State Civil Service employees.
- If specific software is needed for a teleworker to perform his duties using privately owned equipment, State Civil Service will be responsible for obtaining software licenses. When privately used equipment is no longer needed, it is the responsibility of the teleworker to remove and return all state-owned software to State Civil Service. State Civil Service furnished software is subject to copyright laws and shall not be copied onto other systems that are not authorized.
- If teleworkers are issued state-owned equipment, State Civil Service will be required for the maintenance of such equipment. The teleworker may be required to bring such equipment into the office for periodic maintenance. All state-owned furnished equipment and material shall be returned to State Civil Service when employment or teleworking agreement terminates.

10. WORKERS' COMPENSATION AND OTHER LIABILITIES:

- Teleworkers engaged in performing their official duties are covered by all applicable state laws while working at home.

- Teleworkers are required to follow procedures regarding reporting of any accident or injury at the home work site. State Civil Service's potential exposure to liability is restricted to the designated area in the home that is suitable for official business.

11. EXCEPTIONS: The Director or Deputy Director of State Civil Service may grant an exception to any provisions of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Byron P. Decoteau, Jr.
Director of State Civil Service

