

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.18

EFFECTIVE DATE: 09 November 2022

SUBJECT: TELEWORK

POLICY DIRECTIVE

PURPOSE:

To provide consistent guidelines on teleworking for employees of the Division of Corrections and Rehabilitation.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Employee: Any employee (including temporary and probationary employees) of the Division of Corrections and Rehabilitation working at a correctional facility or other work unit. For the purposes of this policy, this does not include contractors and their employees or volunteers.

Telework: A work arrangement in which the employee performs his or her usual job duties and responsibilities away from his or her normal workplace.

POLICY:

- I. In order to meet the essential needs of the agency, an employee may only be approved to telework for a specific period of time and for a specific reason. Requests shall be in writing and all approvals must be granted in writing by an Assistant Commissioner, Chief of Staff, or higher authority. The approval will include the length of time approved for the employee to telework.
- II. Employees who are approved to telework are required to comply with all applicable policies and written instructions and shall remain subject to the terms and conditions of employment.
 - A. An employee's compensation, benefits, working conditions, core responsibilities, performance expectations, and required total hours worked in a work period do not change as a result of telework.
 - B. An employee approved for telework shall remain responsible for state-owned equipment and the security of confidential records.
 - C. The agency is not responsible for operating costs, internet service fees or other costs incurred by employees who use their homes or other alternate work locations for telework.
 - D. Supervisors are accountable to ensure approved teleworkers follow these guidelines.
- III. The agency assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for liability damages to the employee's real or personal property. Employees shall maintain safe conditions in their alternate work location and follow all normal procedures for reporting injuries/accidents.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:



Brad Douglas, Acting Commissioner

10/26/22

Date