

	<b>Effective Date:</b>	10-01-2015
	<b>Policy #:</b>	G-16
	<b>Supersedes:</b>	<b>09-12-2011</b>
<b>Subject:</b> <b>Designation of Field Staff's Home as Official Work Station</b>		<b>Page:</b> 1 of 3

## **PURPOSE**

This policy applies to all requests to designate a field staff employees' home as their Official Workstation (OWS). All requests for the home OWS must be originated at the bureau level and requires bureau director approval. The Department of Licensing and Regulatory Affairs (LARA) may require justification for a home OWS at the time of establishment or at any time during the duration of the OWS designation.

## **DEFINITION OF HOME OFFICES**

A home OWS exists when an employee starts and ends their scheduled workday at their residence on a daily basis while performing their assigned job functions primarily at field locations; no permanent State provided or leased office space for the employee is maintained or provided. This does not preclude a general or common area for home OWS employees being provided at a central or regional location. It is expected that the majority of a home OWS employee's time will be spent out in the field performing daily assigned tasks, but work hours are also spent at the employee's residence completing documentation, reports, etc. Equipment required to perform the associated job function is usually provided by the department.

This definition excludes those employees who start and end their work day at home, but are provided office space and equipment out of a central or regional office.

## **DESIGNATION OF HOME OFFICES**

In all instances, the designation of a home OWS will be in the best interest of the State. Work station locations will be selected and assigned based upon the employee's workload, the geographical area, and the Standardized Travel Regulations, where applicable. Changes or rescission of a home OWS are at the sole discretion of the department. It should be noted that a change in location of an employee's residence does not automatically result in a change to their official work station.

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All home OWS employees will have their official workstation designated as:

- a. The city/town in which the employee residence is located, or
- b. The city/town nearest to the area where the majority of the employees' work is performed, or
- c. Such other city/town or area as designated by the appropriate Bureau head and approved by the LARA Director or designee PROVIDED that in all cases such designation is made in the best interest of the State.

### **EMPLOYEE AND SUPERVISOR RESPONSIBILITIES**

Employees assigned to a home OWS must sign for, and adhere to, the requirements of, the [Responsibilities/Expectations, LARA Field Staff](#) document.

Managers/supervisors of OWS staff must sign for, and adhere to, the requirements of the [Responsibilities/Expectations, Supervisors and Managers of LARA Field Staff](#) document.

### **EQUIPMENT REQUIREMENTS AND STANDARDS**

The amount and type of equipment has no bearing on the designation of a home as the employee's OWS. However, when a home is established as the employee's OWS different guidelines for equipment exist.

Department issued equipment may include computers, phones, modem or internet access, faxes, printers, desks, chairs, files, etc. The installation, maintenance and repair of computers and computer-related hardware and software located at an employees' home OWS is the joint responsibility of the employee and their bureau. All requests for service or repairs should be directed to the bureau DTMB liaison. The DTMB liaison will contact the DTMB Help Desk or otherwise coordinate activities with DTMB where necessary. DTMB is available to assist bureaus in identifying vendors through the appropriate state contracts to obtain maintenance and repair services. All computers and computer-related hardware and software must meet LARA policies and standards and policies established by DTMB.

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### **ENFORCEMENT**

Failure of an employee assigned a home OWS or a supervisor of home OWS employees to adhere to the requirements set forth in the "*Responsibilities/Expectations*" documents referenced above may result in a change of the OWS and/or corrective and/or disciplinary action.