

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 08/02/2021	NUMBER 02.02.130
	SUBJECT REMOTE WORK	
SUPERSEDES NEW		AUTHORITY MCL 791.203
PAGE 1 OF 4		

POLICY STATEMENT:

To outline the Department's requirements for staff working remotely.

POLICY:

GENERAL INFORMATION

- A. Employees with authorized remote work arrangements will be assigned to a State work location where the employee would normally work absent a remote work agreement.
- B. All employees approved to work remotely shall comply with the requirements as outlined in this policy.
 - 1. An eligible employee must submit a Remote Work Agreement request. The Remote Work Agreement must be approved through the employee's chain of command to the Director by their supervisor, the Deputy Director, the Offender Success Administrator, or the Office of Executive Affairs Administrator (as applicable). The Director or designee shall have the final review and approval of all remote work agreements.
 - 2. Agencies may designate remote work as the primary work location for an employee through an executed Remote Work Agreement.

WORK RULES

- C. MDOC policies and work rules also apply to remote-work locations and failure to comply may result in discipline or ending a remote-work arrangement.

MODIFICATION

- D. An amendment, modification, or extension of a Remote Work Agreement may be made anytime with written agreement between the supervisor and employee and approved through the employee's chain command to the Director by the Deputy Director, the Offender Success Administrator, or the Office of Executive Affairs Administrator (as applicable). The Director or designee shall have the final review and approval of remote work modifications.

CANCELLATION

- E. A Remote Work Agreement may be cancelled anytime upon written notice to the employee. An employee may rescind an approved request to work remotely in writing to their supervisor. If feasible, two weeks' notice should be given.

GRIEVANCE PROCEDURE

- F. Denial of a request to work remotely and cancellation of a Remote Work Agreement are not considered discipline nor grounds for a grievance.

WORK PLAN

- G. Supervisors are responsible for establishing a work plan for employees working remotely that sets performance expectations, communication procedures, and privacy and security requirements during the remote-work assignment. Supervisors and employees shall certify that the remote-work plan has been discussed in the

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 08/02/2021	NUMBER 02.02.130	PAGE 2 OF 4
-----------------------------------	------------------------------	---------------------	-------------

Remote Work Agreement. Documentation and explanation must also be memorialized in the annual-rating process for continuing remote work.

- H. Employees are required to complete a work log on the days that they are working remotely.

WORK SCHEDULES

- I. The supervisor and employee will determine which days and hours during the pay period the employee can work remotely. Each workday is to include at least a 30-minute lunch period. The request must be reviewed and approved, modified, or denied by the Supervisor, the Deputy Director, the Offender Success Administrator, or the Office of Executive Affairs Administrator (as applicable), and the Director. Employees are not to modify or adjust their schedule without prior approval by their supervisor.
- J. If an employee needs to travel to the official work location to work for part of the business day, the travel time to and from the official work location is not part of the scheduled work hours.
- K. The employee is expected to attend all assigned meetings remotely or in person. When an employee attends a meeting virtually, their camera must be on. No in-person work-related meetings will be conducted in the remote worker's home or other non-state owned or leased locations without approval.
- L. If an employee is directed by a supervisor to report to the office for a meeting, interview, interim rating, etc., the employee is required to report. Internal Affairs interviews and interim ratings will not take place at an employee's home.
- M. An employee scheduled to work remotely on a day when the State work location is declared closed or inaccessible is expected to work remotely. An employee with a remote work agreement who is scheduled to work from the State work location on a day when it is declared closed or inaccessible is expected to work remotely.
- N. If an equipment failure or a power outage occurs at the remote work location, the employee must immediately report to their supervisor and report for work at the State workstation unless the supervisor authorizes the use of leave credits.
- O. An employee is to perform only official duties and not conduct personal business while on work status at the remote work location. Personal business includes caring for dependents and performing other personal or home duties.
- P. Remote workers must comply with MDOC requirements and applicable collective bargaining agreements on illness and absence reporting and the use of leave credits.

EQUIPMENT, HARDWARE, SOFTWARE, UTILITIES, AND MATERIALS

- Q. Equipment, hardware, software, and other devices furnished by the MDOC remain State property and subject to agency work rules limiting personal use. Supervisors shall maintain records documenting what state property has been designated for remote work.
- R. Employees are not authorized to use employee-owned computer equipment, software, and other devices to perform assigned work away from the State work location. State-owned software must not be installed on employee-owned hardware. Employee-owned software must not be installed on state hardware. Employees cannot use employee-owned PCs to access sensitive data or place sensitive data on employee-owned storage media. Accessing sensitive data must be performed using state equipment.
- S. The Department of Technology, Management, and Budget (DTMB) is responsible for installing, testing, maintaining, updating, and repairing equipment and software for State issued equipment. All such activities must be performed at the State office unless authorized otherwise. DTMB will not generally perform such activities at employees' homes. The employee shall follow agency protocols on services from the State of Michigan Client Service Center. Remote workers must ensure that updates are timely made to hardware and software, consistent with DTMB policies.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 08/02/2021	NUMBER 02.02.130	PAGE 3 OF 4
-----------------------------------	------------------------------	---------------------	-------------

- T. Employees must establish, and provide at their own expense, remote work environments that have high-speed internet access (commercial cable or wireless broadband with minimum speeds of 25 Mbps download and 5 Mbps upload) and other utilities. State issued cell phones with hot spot capabilities are not to be used as the internet source when working remotely.
- U. Employees must establish, and provide at their own expense, all office furniture, including lighting, desk, chair, etc.
- V. Remote workers must promptly notify their supervisor of an equipment malfunction or failure. If a malfunction prevents the employee from performing assigned tasks, they must notify their supervisor immediately. The employee will be directed to perform other assignments, assist with the repair, or exchange of equipment, or return to the State work location.
- W. Remote workers will return State hardware, software, supplies, documents, and other information or property to the State work location before ending the Remote Work Agreement or employment.

REMOTE WORK LOCATION

- X. Remote work from a location outside of Michigan requires the prior written approval of the Director and the Office of the State Employer. If there are equipment issues or the employee is required to attend a meeting in person, the employee will return to the State work location at their own expense. If the employee is not able to work until the equipment is repaired or replaced, the employee will be required to utilize their leave time until they have the equipment required to perform the job duties. Equipment will not be mailed outside of the state.
- Y. Employees are not to utilize a public location when working remotely (e.g., coffee shop, library, etc.).
- Z. Federal, state, and local tax obligations resulting from remote work are the responsibility of the employee.

OFFICE SUPPLIES

- AA. Office supplies and printed documents will not be mailed to employee's remote work locations. If an employee needs to print, make copies, or needs office supplies, they shall return to their State work location. Employees are not permitted to visit a State office close to their remote work location to utilize printers, make copies, or obtain office supplies.

HEALTH AND SAFETY

- BB. Remote work locations are considered extensions of State workspace during scheduled remote work hours. In the remote work agreement, employees must certify that remote workspaces comply with the following remote work health and safety standards:
 - 1. All reporting requirements for injury or illness extend to the remote work location.
 - 2. Home locations must accommodate any State equipment used in performing work and due diligence and care will be exercised in the use and maintenance of equipment.
 - 3. Heating, cooling, ventilation, and lighting are adequate for satisfactory work performance.
 - 4. Electrical equipment is free of recognized hazards and grounded.
 - 5. Walkways, doorways, and corners are free of obstructions that interfere with visibility or movement.
 - 6. File cabinets and other storage devices are arranged so drawers and doors do not open into walkways.
 - 7. Work chairs are structurally sound, and floors are free of conditions that could cause trips or falls.
 - 8. Electrical cords, telephone lines, and equipment cables are secured and do not interfere with foot traffic.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 08/02/2021	NUMBER 02.02.130	PAGE 4 OF 4
-----------------------------------	------------------------------	---------------------	-------------

9. The State may inspect home locations during remote work hours, with reasonable advance notice, to ensure ongoing compliance with remote work agreements.
10. Non-compliance with remote work health and safety standards are grounds to end authorization for remote work.

TRAVEL REGULATIONS

CC. Employees with authorized remote work arrangements are not eligible for reimbursement for:

1. Travel between a remote work location and the State work location where the employee would normally work absent a remote work agreement.
2. Meals or lodging purchased within the defined remote work location or State work location where the employee would normally work absent a remote work agreement.
3. The mileage reimbursement will be calculated from the closer of the remote work location or their official work location.

Employees must follow the State of Michigan Standardized Travel Regulations issued by the Civil Service Commission and the Department of Technology, Management and Budget

ATTACHMENTS

DD. This policy directive contains the following attachment

1. Attachment A - Remote Work Agreement

APPROVED: HEW 07/30/2021



REMOTE WORK AGREEMENT

SECTION I - EMPLOYEE INFORMATION

Last Name	Job Title/Position	Employee ID Number
First Name	Department/Agency/Division	Telephone Number
Proposed Remote Worksite (Remote work outside Michigan requires written approval of the Office of the State Employer)		
Proposed Effective Dates	Locations	
From:	To:	<input type="checkbox"/> Home <input type="checkbox"/> Other
Street Address (P.O. Box not acceptable)		
City:	State:	Zip Code:

SECTION II - EMPLOYEE CERTIFICATIONS, SCHEDULE, AND ACKNOWLEDGMENT

I certify that:

1. I have read the [Remote Work Guidelines](#)¹ and [Acceptable Use Standard](#)² and will abide by all their provisions.
2. I have reviewed expectations and communication requirements in my remote-work plan and SOM and agency privacy and security requirements for my remote work with my supervisor.
3. I have agreed to establish a remote workspace at the location identified above and my remote workspace meets the Health and Safety Standards in the Remote Work Guidelines.

I understand that:

1. Agency policies and work rules applicable to state offices also apply to the remote-work location and failure to follow agency policies and work rules may result in disciplinary action and ending remote work.
2. I will promptly notify my supervisor if I need to change any term of this agreement so that a revised agreement can be entered.
3. I will not be compensated for using personal equipment, if authorized, to work remotely and reimbursement for travel and meals will not be available based on work at an authorized remote work location.
4. If approved to use a privately owned phone or device during remote work, my device may be subject to discovery under court rules, court orders or litigation holds, acceptable-use or cyber-security incident investigations by the state, and Freedom of Information Act (FOIA) requests.

Remote Work Schedules

	First Week of Pay Period								Second Week of Pay Period							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
In-office work hours																
Remote work hours																
Start time																
Meal period																
End time																

ACKNOWLEDGEMENT

I understand that this Remote Work Agreement can be ended by the appointing authority anytime for any reason and that I can end this agreement if it is discretionary. If feasible, when ending a Remote Work Agreement, two weeks' notice will be given. If the appointing authority ends this agreement, I understand that I cannot grieve its ending. By signing below, I certify that I have read this form and understand and accept all the conditions and requirements referenced in it.

Employee Signature

Date

¹ [Remote Work Guidelines](https://michigan.gov/documents/ose/Remote_Work_Guidelines_717791_7.pdf) (https://michigan.gov/documents/ose/Remote_Work_Guidelines_717791_7.pdf)

² [Acceptable Use Standard](http://michigan.gov/documents/dtmb/1340.00.01_Acceptable_Use_of_Information_Technology_Standard_458958_7.pdf) (http://michigan.gov/documents/dtmb/1340.00.01_Acceptable_Use_of_Information_Technology_Standard_458958_7.pdf)

SECTION III - SUPERVISOR RECOMMENDATIONS

Yes No If no, provide reason:

Supervisor Signature _____ Date _____

Yes No If no, provide reason:

Office/Division Director Signature _____ Date _____

If recommending approval, complete Section IV before forwarding to appointing authority.

SECTION IV - SUPERVISOR'S CHECKLIST FOR REMOTE WORKERS

Supervisor Name _____

State equipment, software, and services are documented.

Yes No

Provided supplies and eligible employee reimbursements have been identified and a list is attached.

Yes No

Performance expectations, communication procedures, and privacy and security requirements were documented and explained to the employee in a remote-work plan.

Yes No

Supervisor Signature _____ Date _____

SECTION V - APPOINTING AUTHORITY ACTION

Approved Disapproved If disapproved provide reason:

Effective Dates of Agreement

Start Date: _____ Ending Date: _____

Appointing Authority (or Designee) Signature _____ Date _____

Appointing Authority Comments:

Remote Work Guidelines

Agencies determine the methods, means, and personnel to conduct operations. Agencies have sole discretion to identify positions suitable for remote work and authorize requests to work remotely. Approval depends on operational needs, including the suitability of duties, skills and abilities of employees and supervisors, and availability of necessary equipment. Remote work can provide flexibility to meet customer, employee, and business needs and enhance delivery of services.

There are two ways to secure a remote work arrangement:

1. An eligible employee may submit a Remote Work Agreement request to the agency.
2. Agencies may designate remote work as the primary work location for an employee through an executed Remote Work Agreement.

Equipment, Hardware, Software, Utilities, and Materials

1. Agencies determine the business functions needed for remote workers to complete their jobs. The Michigan Department of Technology, Management and Budget (DTMB) will establish IT hardware, software, network connections, and security considerations to standardize remote work capabilities for employees.
2. Agencies may provide, at their sole discretion, computer hardware, network connections, and security as determined by the assessment of DTMB. Employees must take appropriate steps to minimize damage to state-owned equipment. Agencies are responsible for insuring state-owned equipment.
3. Agencies cannot authorize remote workers to use employee-owned computer equipment, software, and other devices to perform assigned work away from the state work location. All SOM employees and contractors are required to adhere to the Technical Standard for Acceptable Use of Information Technology (1340.00.130.02) which includes devices, networks, data, software, email, and system accounts. Requests for exception to this policy must follow the Technical Standard for Technical Policy and Product Exception Standard (1305.00.02).
4. Employees cannot use employee-owned PCs to access sensitive data or place sensitive data on employee-owned storage media. Accessing sensitive data must be performed using state equipment.
5. DTMB is responsible for installing, testing, maintaining, updating, and repairing equipment and software for state issued equipment. All such activities must be performed at the state offices unless otherwise authorized. DTMB will not generally perform such activities at employees' homes. The employee shall follow agency protocols on services from the State of Michigan Client Service Center.
6. Equipment, hardware, software, and other devices furnished by the employer remain state property and subject to agency work rules limiting personal use. Agencies shall maintain records documenting what state property has been designated for remote work. State-owned software must not be installed on employee-owned hardware. Employee-owned software must not be installed on state hardware.
7. Remote workers will return state hardware, software, supplies, documents, and other information or property to the state work location before ending the Remote Work Agreement or employment.

8. Remote workers must promptly notify the employer of an equipment malfunction or failure of either state- or employee-owned equipment. If a malfunction prevents the worker from performing assigned tasks, the worker must notify the employer immediately. The worker will be directed to perform other assignments, assist with the repair or exchange of equipment, or return to the state work location.
9. Agencies are responsible for determining the telephone and broadband requirements to perform work. Employees must establish and provide at their own expense remote work environments that have high-speed internet access (commercial cable or wireless broadband with minimum speeds of 25 Mbps download and 5 Mbps upload), suitable lighting and furniture, and other utilities.
10. Agencies will inform employees of SOM and agency privacy and security requirements for remote work, including necessary equipment, use of VPNs, and other encrypted communications.
11. Remote workers must ensure that updates are timely made to hardware and software, consistent with DTMB policies.

Work Rules

Agency policies and work rules applicable to state offices also apply to remote-work locations and failure to comply may result in discipline or ending a remote-work arrangement.

Work Plan

Agencies are responsible for ensuring that supervisors establish and explain a work plan for employees working remotely that sets performance expectations, communication procedures, and privacy and security requirements during the remote-work assignment. Supervisors and employees shall certify that the remote-work plan has been discussed in the Remote Work Agreement. Documentation and explanation of expectations must also be memorialized in the annual-rating process for continuing remote work.

Fiscal Responsibilities

Agencies are responsible for managing the costs associated to remote work in their allocated budget. Supplies and eligible employee reimbursement must be identified in the Remote Work Agreement and cannot conflict with Standardized Travel Regulations, procurement policies and procedures, or any applicable collective bargaining agreement. Employees with authorized remote-work arrangements are not eligible for reimbursement for (1) travel between a remote work location and the work location where the employee would normally work absent a Remote Work Agreement or (2) meals or lodging purchased within the agency-defined remote-work location or work location where the employee would normally work absent a Remote Work Agreement.

Tax Laws

Federal, state, and local tax obligations resulting from remote work are the responsibility of the employee.

Remote-Work Location

Remote work from a location outside Michigan requires the prior written approval of the Office of the State Employer. Previously established out-of-state employees may continue to work remotely but should enter a Remote Work Agreement memorializing their status. Note: State computers and devices are not authorized for use outside the United States and Canada—whether for short-term, occasional use on vacation or longer-term, remote work. Any employee seeking to use state IT equipment outside the United States or Canada will also need to obtain prior approval and alternate equipment from the DTMB.

Cancellation

Agencies may cancel a Remote Work Agreement anytime upon written notice to the employee. An employee may rescind an approved request to work remotely in writing anytime to the agency. If feasible, two weeks' notice should be given.

Modification

Amendment, modification, or extension of a Remote Work Agreement can be made anytime with written agreement between the agency and employee.

Grievance Procedure

Denial of a request to work remotely and cancellation of a Remote Work Agreement are not considered discipline nor grounds for a grievance.

Work Schedules

1. The supervisor and employee will determine which days and hours during the pay period that the employee can work remotely. The agency must review the schedule and approve, modify, or deny the request.
2. Absent other arrangements, the employee is expected to attend all assigned meetings remotely or in person. No work-related meetings will be conducted in the remote worker's home or other non-state owned or leased locations without the agency's approval. Agencies may establish standards for virtual meeting protocol.
3. An employee scheduled to work remotely on a day when the state work location is declared closed or inaccessible is expected to work remotely. An employee with a Remote Work Agreement who is scheduled to work from the state work location on a day when it is declared closed or inaccessible is expected to work remotely.
4. If an equipment failure or power outage occurs at the remote work location, the employee must report for work at the state workstation unless the supervisor authorizes otherwise.
5. An employee is to perform only official duties and not conduct personal business while on work status at the remote work location. Personal business includes caring for dependents and performing other personal or home duties.
6. Remote workers must comply with agency requirements and applicable collective bargaining agreements on illness and absence reporting and the use of leave credits.

Health and Safety

Remote work locations are considered extensions of state workspace during scheduled remote-work hours. In the Remote Work Agreement, employees must certify that remote workspaces comply with, at a minimum, the following Remote Work Health and Safety Standards:

- All reporting requirements for injury or illness extend to the remote work location.
- Home locations must accommodate any state equipment used in performing work and due diligence and care will be exercised in the use and maintenance of equipment.
- Heating, cooling, ventilation, and lighting are adequate for satisfactory work performance.
- Electrical equipment is free of recognizable hazards and grounded.
- Walkways, doorways, and corners are free of obstructions that interfere with visibility or movement.
- File cabinets and other storage devices are arranged so drawers and doors do not open into walkways.

- Work chairs are structurally sound and floors are free of conditions that could cause trips or falls.
- Electrical cords, telephone lines, and equipment cables are secured and do not interfere with foot traffic.
- The state may inspect home locations during remote work hours, with reasonable advance notice, to ensure ongoing compliance with Remote Work Agreements.
- Non-compliance with Remote Work Health and Safety Standards is grounds to end authorization for remote work.