



**EFFECTIVE DATE:** January 19,2024 (Replaces October 16, 2023)

**OFFICE POLICY:** MSHDA-OHR-016

**SUBJECT:** Remote Work Policy – Hybrid Option

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## PURPOSE

The following provisions govern the Remote Work Program for the Michigan State Housing Development Authority (MSHDA) employees.

## DEFINITIONS

- Official Workstation: is as defined by the applicable collective bargaining agreement or the standardized travel regulations and is unchanged by these guidelines. (e.g., 735 E. Michigan Ave, Lansing, Detroit Cadillac Place, or other approved location).
- Remote Work Location: Remote Work Location: Employees home address on file in the Human Resources Management Network (HRMN).

## GUIDELINES

Established work locations will, in all cases, be in the best interest of the state and operational need of MSHDA. Employees may request to participate in the Hybrid Remote Work Program as an alternative work location to their assigned Official Workstation.

- The Remote Work location is expected to be the employee's home address on file with the Office of Human Resources unless otherwise approved by management and Human Resources.
- Remote work is limited to a maximum of three days per work week. No employee is entitled to three remote days per week and Divisions have the discretion to set a limit lower than three. Exceptions may be considered by Human Resources on a case-by-case basis.
- Employees combining remote work with alternative work schedules of less than five days per week are required to have a minimum of two days per week at the official workstation (in office). Exceptions may be considered by Human Resources on a case-by-case basis.
- Remote work is not allowed during the first 6 months, training period/probationary period (subject to be shortened with prior approval).
- Students are not permitted to work remotely.
- Remote work locations must be located within the state of Michigan. Remote work outside of Michigan requires the prior written approval of the Office of the



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State Employer. Such request must be submitted to MSHDA Human Resources Director.

- Supervisors reserve the right to require attendance at the official workstation at any time due to meetings, training, or other operational needs.
- Remote work must be scheduled for certain days according to the Remote Work Agreement. Variation from those days must receive prior supervisor approval.
- Employees who are scheduled for remote work on a day that their official workstation is declared closed or inaccessible due to an emergency is expected to work as scheduled at their remote work location.
- If employees who are scheduled for remote work experience power or internet outages or other unique circumstances, they are expected to report to their official workstation to continue working. Travel time into the official workstation, as a result of this, is not covered by work time. Annual leave may be approved by your supervisor.
- On weeks when paid holidays are observed, employees may be required by their supervisor to revert to their official workstation during the week that the holiday(s) occur.
- Employees who are experiencing work performance difficulties, attendance problems, or receive a formal counseling, disciplinary action, performance improvement plan, or any corrective action shall be removed from the Remote Work Program.
- City tax designations will be based upon the Official Workstation and Travel reimbursement will follow the DTMB travel regulations and guidelines.
- Employees approved for remote work that are reassigned or transferred to another supervisor must resubmit their request for authorization of participation in remote work to their new supervisor.
- Employees are not permitted to conduct in person meetings with clients, customers, or other members of the public at the remote work location.
- Remote work employees are to perform official work duties and remain available for phone calls, messages, and meetings as if they were in the office. Employees are not to conduct personal business while on work status at the remote work location. Personal business includes, but is not limited to, caring for dependents, making home repairs, performing work for supplemental employment.



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- Exclusions from participation of critical management personnel may be made by the Department Director on an individual basis.
- MSHDA 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 authority/Human Resources. If feasible, two weeks' notice should be given.
- Denial of a request to work remotely and cancellation of a Remote Work Agreement are not considered discipline nor grounds for a grievance.
- The Appointing Authority may modify, waive, delete, add to, or amend any of the existing provisions contained herein.

#### **EQUIPMENT:**

- The MSHDA will not provide furniture or additional computer hardware for a home office, in addition to what is provided at the workstation. The employee is responsible for the safe transportation of computer equipment to and from the office and remote work location.
- Employees must establish and provide, at their own expense, a remote work environment that have high-speed internet access (commercial cable or wireless broadband with minimum speeds of 25Mbps download and 5 Mbps upload), suitable lighting and furniture, and other utilities; offer sufficient privacy and security; and are free of hazards that might cause injury. Any remote-work location is subject to inspection at the MSHDA's discretion.
- Employees are not allowed to use employee-owned PCs or printers to access sensitive data nor can the employee place sensitive data on employee-owned storage media. Accessing sensitive data must be performed while utilizing state-owned equipment.
- VPNs will be provided for access to the state network.
- Employees remain under all policies and provisions, including [DTMB's Acceptable Use of Information Technology Standard Policy 1340.00.130.02](#), and all MSHDA's policies and procedures.

#### **HEALTH AND SAFETY:**



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- 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.

#### **IMPLEMENTATION OF GUIDELINES**

- A. Employees must submit a Remote Work Agreement, available in NEOGOV. Full written approval must be obtained prior to beginning remote work. Employee's requests are not approved until MSHDA OHR approves. Once the process is complete, NEOGOV sends the employee and supervisor a confirmation email to review the details.
  
- B. On an annual basis, all Remote Work Agreement requests must be renewed. All requests should be processed and submitted to MSHDA OHR via NEOGOV, no later than December 1 of each calendar year. MSHDA OHR will process prior to



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December 31. All annual renewals are in effect from January 1 – December 31 unless an additional request is made throughout the year.

**PROCEDURE**

Step	Who	Does What
1.	Employee	Completes a Remote Work Agreements and submits to supervisor via NEOGOV.
2.	Supervisor	Reviews agreements and operational needs and approves or denies the request via NEOGOV.
3.	Human Resources	Reviews eForm and ensures all information is completed and accurate. If questions, discuss with management. Approves or denies the request and NEOGOV informs management and employee of decision. A copy of the form is available via NEOGOV and electronic eForm is placed in their personnel file.

**ENFORCEMENT**

Appropriate corrective action may be imposed for failure to comply with this policy.

**POLICY GUIDANCE**

Questions regarding this policy may be directed to the MSHDA Office of Human Resources