
**MISSOURI DEPARTMENT OF CORRECTIONS
DEPARTMENT
PROCEDURE MANUAL**

D2-8.16 Remote Work

Effective Date: November 1, 2020

Signature on File

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I. PURPOSE: Establishes guidelines for remote work by department employees.

- A. **AUTHORITY:** Section 217.040 RSMo
- B. **APPLICABILITY:** All employees of the department.

II. DEFINITIONS:

- A. **Chief Administrative Officer (CAO):** The highest ranking individual at the worksite and in accordance with the CAO reference document available in the department's computer system. Exception: Staff members at the worksite who do not report to the worksite CAO shall be accountable to the deputy or assistant division directors or central office section heads who are in their chain of command.
- B. **Department Computer System:** All computer systems used by staff members for department business in accordance with the department computer system reference document.
- C. **Employee:** For the purpose of this procedure, an individual employed by the department on a permanent or temporary basis who works full-time, temporary, part-time, hourly, or per diem and is paid by the State of Missouri's payroll system.
- D. **Official Domicile:** The work location of an employee that best serves the interests of the department and not for convenience or benefit of the employee.
- E. **Performance Improvement Plan:** A tool used by supervisors to identify employee performance related goals, to define the ways to achieve these goals, and to outline the corresponding time frames.
- F. **Remote Work:** Work completed away from an employee's official domicile.
- G. **Standard Operating Procedure:** Worksite requirements that describe specific tasks, actions, or activities relative to the organization's procedures.

III. PROCEDURES:

A. GENERAL INFORMATION

- 1. Each division shall develop standard operating procedures.
- 2. Remote work schedules shall be reviewed on a case by case basis by the employee's supervisor or chief administrative officer (CAO).
- 3. Employee job responsibilities should not change when conducting remote work.
- 4. Remote work shall not change the employee's official domicile, unless deemed appropriate by the CAO in accordance with state regulations.

5. Prior to any employee working remotely, a remote work agreement shall be completed and approved by the employee's supervisor and the CAO.

B. ELIGIBLE EMPLOYEES

1. New employees shall work at their official domicile until all required initial training is completed.
2. If an employee is placed on a performance improvement plan in accordance with the department procedure regarding employee performance planning, then a determination shall be made on the employee's ability to work remotely.

C. REMOTE WORK SCHEDULES

1. The CAO or designee may specify days or times when remote work may not be performed.
2. When working remotely, employees must be available by phone and email during their agreed upon work hours.
3. Employees may be required to report to the official domicile for job related duties, within a specified period of time, at the direction of the CAO or designee on a scheduled remote work day.
4. While working remotely, employees are still required to obtain permission from their supervisors before working overtime, except in emergency situations.

D. EQUIPMENT AND MATERIALS

1. Employees shall have the following available when conducting remote work:
 - a. computer access,
 - b. internet access, and
 - c. phone availability.
2. When state owned equipment, including American with Disabilities Act (ADA) equipment, is taken to an employee's remote work office, a remote work inventory shall be completed by the employee's supervisor or CAO.
3. If the employee has an office phone, then the voicemail shall be checked at least twice a day.
4. State owned equipment shall only be used for state business purposes in accordance with the department procedure regarding use of department properties.
5. Confidentiality and security must be maintained at all times for the department computer system and paperwork or files taken out of the office in accordance with department procedures regarding information systems, employee standards, staff member conduct.

IV. REFERENCES:

- A. Chief Administrative Officer
- B. Department Computer System
- C. 931-4911 Remote Work Agreement
- D. 931-4912 Remote Work Inventory Checklist

- E. D1-7.1 Information Systems
- F. D2-4.1 Employee Performance Planning
- G. D2-11 Employee Standards
- H. D2-11.10 Staff Member Conduct
- I. D4-4 Use of Department Properties

V. HISTORY: Not previously addressed.

- A. Original Effective Date: November 1, 2020