

Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Policy: Alternative Work Location	Effective date	Revised
Number: 3.02	April 17, 2025	

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PURPOSE AND SCOPE


The Missouri Department of Natural Resources prioritizes in-person work arrangements, which offer greater opportunity for face-to-face interaction, collaboration, and more rapid decision-making. In-person work arrangements also meet the public’s expectation of in-person customer service. There may be specific situations when a team member is approved to work from an alternative location, due to the nature of work or other rare circumstances. This policy outlines the methods and procedures for team members requesting to work from an alternative location for some of their work schedule on an ongoing or temporary basis.

Not all department positions are eligible or suited for such arrangements. Determinations will not be made solely on the convenience and personal preference of the team member and will not supersede the nature of the work. Department expectations for all team members include availability, dependability, communication, collaboration, and performance, regardless of work location.

TYPES OF ALTERNATIVE WORK LOCATIONS

1. Alternative Location - Department-Operated Facility

Although all team members are assigned a domicile/work location, there are some limited circumstances where a team member may be approved to work, either intermittently or regularly scheduled, from an alternative location other than the team member’s regular domicile/work location. A team member may request to work from another department-operated facility, such as a regional office versus a central office.

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Approval must be obtained from the applicable division director via the following steps:

- a. A team member's supervisor submits a request, via email, through their supervisory chain to their division director.
 - o If the request is a location that traditionally houses team members within that division, the division director will work with the applicable program or regional director.
 - o If the request is for a location that traditionally houses team members within a different division, the applicable division directors will coordinate.
- b. Requests will be reviewed and approved based on, but not limited to the following:
 - o Space availability,
 - o Position duties and responsibilities,
 - o Benefit to the department, and
 - o Considerations outlined in the below "Eligibility for Alternative Work Arrangements" section.
- c. Approvals to work from an alternative location will expire annually on June 30.
- d. The team member's supervisor, in consultation with their supervisory chain and division director, will review the effectiveness and efficiency of the arrangement at least annually and send a request for revision or renewal of the arrangement as stated in the approval process above.
- e. Alternative location approvals at department-operated facilities must be maintained by divisions within a team member's supervisor files.

2. Alternative Location – Situational Flexibility

A team member may work for a limited time from a location other than the team member's regular work site, such as the team member's home. These alternative arrangements are based on temporary circumstances necessary for the continuity of business operations and must be infrequent.

A team member may request situational flexibility when a temporary need arises that does not prevent them from fulfilling their job responsibilities. In some cases, situational flexibility may not be possible. Approval must be obtained from a team member's direct supervisor in advance and is subject to business needs and priorities, the team member's performance, job duties, ability to work in an alternative location, and ability to meet expectations while working in an alternative location.

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The following is a **non-exhaustive list** of situations in which supervisors may approve situational flexibility:

- Severe weather conditions, as allowed by [OA's Hazardous Travel Policy](#);
- Partial day to be combined with team member sick leave, due to sickness of the team member, a team member's spouse, children, other relatives, or members of the team member's household;
- Attending a medical or other appointment and working in an alternative location before or after that appointment;
- Short-term disruptions such as a child's school closure or temporary home repair appointment;
- Focused, deep work time with an immediate and defined deadline;
- Nonstandard, virtual training; and
- Other non-routine situations, as approved by the supervisor, on a case-by-case basis.


3. Alternative Location – Telework

In rare instances, team members may, with Department Director approval, work from an alternative work location, such as the team member's home, on a regularly scheduled basis.

The department prioritizes in-person work arrangements to maximize time with colleagues, supervisors, and customers. Therefore, telework hours will be significantly less than the in-office hours worked each week. Approvals are based on the position, nature of the work itself, and any rare extenuating circumstances. Approvals are not based on convenience or personal preference.

Approval must be obtained from the Department Director.

- a. A program or regional director may initiate a request for telework of a team member by completing the [Request for Telework form](#).
 - Program or regional directors must submit the completed form to their division director through Route for Approval (RFA).
 - Division directors, upon their review and recommendation, will then submit the response in Route for Approval to the department director for their review and recommendation.

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- Approvals to work from an alternative location can be requested at any time but will expire annually on June 30.
- The team member's supervisor, in consultation with the program or regional director, will review the effectiveness and efficiency of the arrangement at least annually and send a request for revision or renewal of the arrangement as stated in the approval process above.
- b. A copy of the approved telework agreement must be provided to the direct supervisor, team member, and the Human Resources Program. The Human Resources Program will maintain a copy of the agreement in the team member's official personnel file.

ELIGIBILITY FOR ALTERNATIVE WORK ARRANGEMENTS

Each team, position, and individual team member has unique circumstances that must be considered when evaluating an alternative work arrangement.

Considerations include, but are not limited to:

- Whether the arrangement would maintain or improve performance, interaction, collaboration, decision-making, and customer service.
- Whether the team member is capable of and can demonstrate success working independently with self-motivation to produce results.
- Whether the team member has sufficient work that can be done at an alternative location.
- Team members must be employed with the department and demonstrate successful performance, through regular monthly meetings with their supervisor, at least 6 months prior to consideration of an alternative work agreement detailed in subsections 1 and 3 above.
- Team members using alternative work arrangements must not be the primary caregiver providing dependent or elder care during scheduled work hours. It is appropriate to work intermittently, and use leave for the balance of the day, if applicable.
- Team members must attend monthly performance evaluation meetings and professional development conversations in-person.
- Dedicated space is available for an appropriate workspace at an alternative work location, and whether the team member handles confidential or sensitive information that would make a private, secure space necessary.

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- Team members are expected to be available and responsive by phone, email, or other identified methods during their specified work hours.

Team members must also be aware of the following:

Supplies and Equipment

The department is not responsible for operating costs, maintenance, or other related costs (e.g., utilities, internet service) associated with an alternative work location, unless that location is otherwise owned or leased by the department.

Team members working at a non-state operated facility alternative work location, such as the team member's home, are responsible for providing their own equipment (e.g., chair, desk, internet connection, phone service, etc.).

Internet connection speed and reliability must be sufficient to support such work. If the team member is unable to work at the alternative work location due to technical interruptions, the team member should contact their supervisor; in such instances, the team member may request appropriate leave or report to their regular work site.


Team members are solely responsible for their personal equipment and property. The department is not liable for damages to a team member's personal or real property during the course of the performance of official duties, or while using department equipment at an alternative work location.

Workplace Safety

Team members with alternative work arrangements must maintain their workspace in a safe and secure condition.

If a team member working at an alternative work location sustains a work-related injury, worker's compensation laws and rules apply the same as for an injury that occurs at a regular work site. Team members are responsible for following the reporting procedures for such an injury and completing all required forms. See the department's [Workers' Compensation Policy](#) (5.09) for more information.

If a Workers' Compensation claim is filed for an incident occurring at an alternative work location, including a team member's residence, the team member shall, if requested, make the site of the incident available for inspection or investigation by the State of Missouri, or its authorized representative.

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MODIFICATION OR TERMINATION OF ALTERNATIVE WORK ARRANGEMENTS

Modification or termination of an alternative work arrangement must be approved in advance by the designated approver. The department may modify or terminate an alternative work arrangement at any time, for any lawful reason. In most situations, the department will notify the team member in advance, but there may be certain situations such as safety or performance concerns that warrant little or no notice to the team member.

Supervisors can direct that team members in alternative work arrangements temporarily forego their alternative work schedule for a legitimate business need, such as for a team meeting, external meeting, training event, onboarding of new team members, collaboration of the team, or if that team member's performance falls. This is a non-exhaustive list.

Alternative work arrangements are not considered a legal or monetary benefit to team members. Any removal, denial, or modification of an alternative work arrangement is not considered discipline, a removal of pay or a benefit, a change in position or title, or any other adverse employment action.

REFERENCES

State of Missouri [Workers' Compensation Law Chapter 287](#)


[Department Administrative Policies and Procedures](#)

[U.S. Department of Labor, Fair Labor and Standards Act](#)

[1 CSR 20-5.010 Hours of Work and Holidays.](#)

Related Department Policies

- 1.01 [Conduct and Ethics](#)
- 1.05 [Americans with Disabilities Act Policy](#)
- 3.01 [Hours of Operation and Work Schedules Policy](#)
- 3.06 [Overtime and Overtime Compensation](#)
- 5.01 [Leave with Pay Policy](#)
- 5.03 [Family and Medical Leave Act](#)

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- 5.09 [Workers' Compensation](#)
- 6.01 [Use of State Vehicles Policy](#)
- 6.01-01 [State Vehicle Procedures](#)
- 6.04 [Travel Policy](#)

DEFINITIONS

Alternative work arrangement: A work arrangement in which a team member routinely spends time working at a work location other than an originally assigned work domicile or regular work site.

Alternative work location: A work location other than an originally assigned work domicile or regular work site. The most common alternative work location is a team member's home; however, another government-owned facility may also be considered. Assigned field-work locations (places where team members are needed to complete field work, such as inspections, site visits, and investigations) and work-related travel locations are not alternative work sites.

Official domicile: The actual working or headquarters location of a team member or official to be determined by the Department Director or their authorized representative, as best serves the interest of the state, and not for the convenience or benefit of the team member.

Official personnel file: The file maintained by the Human Resources Program that is the official record concerning employment events or actions for a team member of the department.

Regular work site: A state-operated facility or similar location, such as the facility of a partnering federal agency, assigned by the department as the default work location for a position in the absence of an alternative work arrangement. State facilities include locations such as state offices, state laboratories, state parks, and state historic sites.

Work hours: Physical hours worked. This does not include time taken as leave, holidays, or time spent commuting to work.