



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/. Christy Daly

Date: 1/16/15

Subject: Telework Policy

Section: FDJJ – 1025

Originating Office: Bureau of Human Resources

Authority: Section 110.171 Florida Statutes (F.S.)

Related References:

- FDJJ – 1002.03 (Attendance and Leave)
- FDJJ – 1002.05 (Performance Planning and Evaluation Procedures)
- FDJJ – 1003.11 (Employee Separation Policy)
- FDJJ – 1205.30 (Information Resource Security Standards and Guidelines)
- FDJJ – 1205.40 (Internet Access and Use)
- FDJJ – 1220 (Electronic Mail (E-Mail) Access and Use)
- FDJJ – 1230 (Mobile Devices Policy)
- FDJJ – 1309 (Telecommunications Policy)
- FDJJ – 1312 (Property Management and Control Policy)
- FDJJ – 1316 (Records Management)
- FDJJ – 1320 (Property Insurance)
- FDJJ – 1407.01 (Reimbursement for Travel Expenses)
- Probation and Community Corrections Handbook

Purpose: This policy outlines the requirements for participation in the Department’s Telework Program pursuant to Section 110.171, Florida Statutes.

Offices Affected by the Policy: All offices within the Department.

POLICY STATEMENT:

- Telework is a statutorily authorized program that provides an optional alternative work arrangement that allows an employee to conduct all or some of his or her work away from the official work site during all or a portion of the employee’s established work hours on a regular basis.
- The Department shall designate those positions that the agency deems appropriate for telework. The information and supporting documents will be current and available to employees and managers on the agency’s website.

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- Participation in Telework Program shall be voluntary. Employees may elect to cease their participation at any time.
- Employees assigned to positions designated as full-time Telework positions cannot terminate their participation in the Telework Program.
- Teleworkers must comply with all Department of Juvenile Justice policies and guidelines as if they were at the official work site. Employees must meet and maintain qualifications, and adhere to the responsibilities and obligations of the Telework Program.
- Supervisors shall establish a system for monitoring the productivity of teleworkers. Supervisors must ensure teleworkers performance remains at a satisfactory level and that the duties and responsibilities of the position remain suitable for the telework arrangement.
- All equipment loaned to the teleworker must be maintained in good working condition and shall be used only for the performance of job responsibilities. Teleworkers must adhere to routine maintenance requirements, and maintain data security and confidentiality to the same degrees afforded at the official work site.
- The Telework Program is not an employee right. It is a management option that has the potential to create mutual benefits for the employee and department, where deemed appropriate. Telework is not an ideal work arrangement for all employees.
- Employees approved to participate in the Telework Program shall sign a Telework Agreement that specifies the terms and conditions of the telework arrangement.
- Participation in the Telework Program may be terminated at any time the department determines that continuation in the program is not in the best interest of the agency.
- Participation in the Telework Program will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.
- Employees approved to telework are subject to the same rules and disciplinary actions as other employees. Employees are covered by worker's compensation when performing official work duties at the telework office site.
- Employees approved to telework are prohibited from conducting face-to-face state business at his or her residence.
- The Department shall identify all participating employees and their respective positions in the human resource information system.

PROCEDURES/MANUALS:

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Effective Date: 12/17/08

Revised Date: 1/1

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Procedures for this policy are accessible at the Department Policies internet page.