

Telecommuting is an optional work arrangement that allows eligible employees to perform some or all of the normal duties and responsibilities of their position at home or other place apart from work. Telecommuting is a privilege and will only be considered for employees whose work history and behavior indicate they would be a good candidate for telecommuting. To be considered for Telecommuting, employees must be in a position designated for telecommuting and must complete and submit the Telecommuting Application to their supervisor for review. In cases where the supervisor determines that the request is appropriate for further review, the supervisor and employee will complete the Telecommuting Agreement. This agreement and application will then be submitted by the supervisor to the division/district director or designee for approval. Supervisors will respond back to the employee approving or denying the application, copying the Bureau of Personnel Services. Contact the Telecommuting Program Coordinator in the Bureau of Personnel Services for further assistance at 850/245-2529.