

Telecommuting Criteria

When determining whether a position is appropriate for telecommuting, supervisors should consider the following criteria:

1. **KNOWLEDGE REQUIRED** - Does the employee have the knowledge to perform the necessary job tasks at a remote location, or does the employee need continual supervision or input from others that is only available at the primary work location?
2. **PUBLIC/AGENCY CONTACTS** - What portion of the job is devoted to face-to-face contact with other staff or the public? Can this agreement be structured to allow for communication via phone, or grouped into non-telecommuting days, or can alternatives be established to provide this contact on telecommuting days?
3. **REFERENCE MATERIAL** - What portion of the job is dependent on the use of reference material or like resources located in the primary work location? Can these resources be mobile for a day or two without interfering with the job performance of co-workers? Can these resources be duplicated for long-term use? Are these resources available through other means such as a computer accessible library service or a community or university library?
4. **USE OF COMPUTERS** - Will necessary job tasks require access to a computer or other information technology (IT) equipment (either agency provided or employee owned)? If the job tasks require equipment, if the agency is not able to supply the employee with equipment, does the employee possess required equipment? Will the employee be permitted to use personal devices/home computers for business purposes? Access to files stored on networked servers?
5. **SPECIAL EQUIPMENT** - What portion of the job relies upon access to specialized equipment, i.e., photocopiers, fax machines, etc.? Can these needs be met on non-telecommuting days, or be serviced by a facility near the employee's telecommuting work site?
6. **INFORMATION SECURITY** - What portion of the job uses secured, classified, or confidential information, and how can the integrity of that secured print or electronic information be upheld if that data is used or accessed off site?
7. **TASK SCHEDULING** – Will employee need to be in the office on a daily basis? Can tasks which can be completed away from the primary work location be grouped and scheduled for telecommuting days? Can staff meetings and conferences be grouped and scheduled for non-telecommuting days? Will employers be able to stagger work hours and alternate days of work for different groups, shifts, or teams of employees and still meet agency mission and customer needs?
8. **TRAVEL** - Does the job involve field work? Can trips begin or end at the employee's telecommuting office rather than at the primary work location? Can paperwork be done away from the primary work location?

9. **EMPLOYEE CHARACTERISTICS** - Potential telecommuting employees should be further screened for the following work-related characteristics:
- a. A history of reliable and responsible work performance (note: employees with either of the two (2) lowest possible evaluation ratings on their most recent evaluation are not eligible to telecommute);
 - b. Full understanding of the operations of his/her work area;
 - c. The ability to work independently; and
 - d. A demonstrated ability to establish priorities and manage his/her time.
10. **OFFICE SPACE** – Will allowing the employee or employees to telecommute result in a permanent reduction of office space/cost savings? Can office space be shared between employees with alternate telecommute schedules? Note: If an agency representative believes that less space is needed than that currently leased, agency staff should contact Real Properties within the Finance Cabinet to determine actual leasing needs and budgetary issues.
11. **PRODUCTIVITY** – Will the supervisor be able to monitor the employee’s productivity if the employee telecommutes?
12. **TERMINATION OF TELECOMMUTE ARRANGEMENT** – How will the agency handle employees who are unable or unwilling to return to work? How will the agency handle employees who have been unsuccessful in the telecommute arrangement?
13. **LOCATION** - An alternate workstation assignment shall not include a permanent assignment to a location outside of the Commonwealth of Kentucky.

Please Note:

- Agencies may consider other relevant criteria in addition to the above criteria when determining telecommuting assignments.
- Agencies must ensure that telecommuting staffing assignments are administered in a fair and equitable manner without discrimination.
- Employees will not be reimbursed for supplies, equipment, or services that they purchase on their own, unless otherwise required by law. Please be aware that under the Fair Labor Standards Act (FLSA), an employer is required to reimburse a non-exempt employee for office expenses if the cost of those office expenses would reduce the employee's hourly wage below the applicable minimum wage.