



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Remote Work

Policy Number: 71

Effective Date: TBD

The purpose of this policy is to establish a uniform and statewide policy with minimum standards for Remote Work. The policy enables the Office of Personnel Management (OPM) to ensure the efficient use of taxpayer funds in the delivery of human resources and personnel services within cabinet-level departments.

Departments may adopt Remote Work policies in accordance with the standards established in this policy. Departments are not required to adopt these policies, and the decision to adopt any or all of these work arrangements will be determined by the Secretary of each department. Departments that choose not to establish a Remote Work policy may still consider structured Remote Work as an ADA reasonable accommodation.

Remote Work is allowed only on Office of State Technology approved secure devices.

Departments may authorize Remote Work in two categories, with a third category reserved for limited exceptions.

1. Situational (Case-by-Case)

For short-term, mission-consistent needs, on a case-by-case basis, such as inclement weather, temporary caregiving, or household maintenance responsibilities. An example of household maintenance responsibility is waiting for a repair person at your house. Requires supervisor approval only.

2. Structured

One (1) day per week, pending eligibility and performance criteria. Requires formal application, weekly productivity log, and annual review.

Employees whose primary work location is in the field (inspectors, investigators, etc.) are not subject to Remote Work policies, as their vehicle or assigned location constitutes their office.

Performance standards shall be established for Structured Remote Work. Departments will use streamlined templates for productivity tracking. The AR Forward Project Management Office will provide departments with example templates for use. Productivity documentation remains at the department level; no submission to OPM required.

3. Exceptions

Must be supported by business justification, determined by OPM and department Secretary, and reviewed semi-annually.

Eligibility Requirements

- Eligibility is determined by position, then by individual employee. OPM will provide a position report for departments to designate eligibility by position for submission to OPM. OPM will retain records from departments of the position reports, including the designation eligibility of positions.
- No formal disciplinary action in the past six months.
- Satisfactory performance reviews within the last performance evaluation rating cycle.
- Position classified as Remote Work schedule-eligible by department.



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- Minimum six months of continuous employment with the state (waivable by Secretary).
 - Positions may be eligible for Remote Work, but department leadership will determine the appropriate schedule.
 - Employees are eligible to use Flexible and Remote Work simultaneously.
 - Employees are not eligible to use Alternative Work and Remote Work options simultaneously.

Department Responsibilities

- Ensure comprehensive in-office staffing and leadership presence daily.
- Annual certification to OPM that arrangements maintain service quality.
- Agreement between employee and department for Remote Work. OPM will provide a template for an agreement that can be tailored for department use.
- Authority to revoke agreements for performance improvement or business needs.
- Ability to require office attendance for critical activities.

Performance Standards

- Performance Standards shall be established for Structured Remote Work.
- Performance Standards are not required for Situational Remote Work.
- For approved Exceptions to Remote Work, OPM may establish Performance Standards in collaboration with departments on a case-by-case basis.
- Standard Work Week Requirements.

Standard Work Week Requirements

All full-time employees are expected to work 40 hours per week, excluding unpaid lunch breaks. Employees may work from 8:00 a.m. to 4:30 p.m. with a 30-minute unpaid lunch break, or 8:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch break, provided coverage is maintained for operational and public service needs.

Employees may request specific schedules, but it is at the discretion of departmental leadership to assign schedules that meet business demands.

Please refer to OPM Policy #70 State Business Hours, OPM Policy #72 Alternative and Flexible Work, and OPM Policy #74 Meetings.