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<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Fonda Logston	<b>Reviewing Unit:</b>	PMO
<b>Title:</b>	Applying for Telework SOP		
<b>Description:</b>	This document is the operating standard for applying for telework.		

## Applying for Telework

### Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. The purpose of this document is to define the process for applying for telework.
2. Scope
  - 2.1. This document refers to any OMES IS employee applying for telework during all or part of the regular workweek. Telework is encouraged as an alternative to incurring costs for additional office space for state government.
3. Discipline
  - 3.1. Administrative Standards
4. Terms and Definitions
  - 4.1. Telework – To regularly work from home or outside the traditional office or workplace, using a computer and telephone connection. This does not apply to occasionally working from home.
5. Instructions
  - 5.1. Telework will not be approved for an employee unless metrics have been pre-defined for their role.
  - 5.2. If metrics have been pre-defined, the employee and their supervisor will complete and sign the **OMES Telework Application** ([www.ok.gov/OSF/documents/OMESTeleworkApplication.pdf](http://www.ok.gov/OSF/documents/OMESTeleworkApplication.pdf)).
  - 5.3. The OMES Telework Application must then be approved by the employee’s Director and the Chief Operating and Accountability Officer (COAO).
  - 5.4. Once the OMES Telework Application has been approved by the COAO, it will be submitted to HCM for Performance Management Process (PMP) verification and approval.
  - 5.5. Once HCM has approved the application, the **OMES Telework Agreement** ([www.ok.gov/OSF/documents/OMESTeleworkAgreement.pdf](http://www.ok.gov/OSF/documents/OMESTeleworkAgreement.pdf)) will be processed for approvals and site visit.
6. Roles and Responsibilities
  - 6.1. Supervisor
    - 6.1.1. Completes (along with the employee) and approves the OMES Telework Application.
    - 6.1.2. Submits the metrics by which the employee’s performance is evaluated.
    - 6.1.3. Approves the OMES Telework Agreement.

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- 6.2. HCM
  - 6.2.1. Approves the OMES Telework Application.
  - 6.2.2. Approves the OMES Telework Agreement.
  - 6.2.3. Maintains the list of employees who telework.
- 6.3. Chief Operating and Accountability Officer (COAO)
  - 6.3.1. Approves the OMES Telework Application.

## 7. Limitation or Implementation Notes

- 7.1. Any telework arrangement may be discontinued at any time by the agency in its sole discretion. The agency shall make every effort to provide 30 days' notice of such a change; however, there may be instances when less notice or no notice is possible.
- 7.2. Employees wanting to use their own devices for telework must first sign and date the Bring Your Own Device Agreement and have agency leadership sign off as well. Refer to **02.3.5a Bring Your Own Device Agreement**.

## 8. References

- 8.1. OMES Telework Application – [www.ok.gov/OSF/documents/OMESTeleworkApplication.pdf](http://www.ok.gov/OSF/documents/OMESTeleworkApplication.pdf)
- 8.2. OMES Telework Agreement - [www.ok.gov/OSF/documents/OMESTeleworkAgreement.pdf](http://www.ok.gov/OSF/documents/OMESTeleworkAgreement.pdf)
- 8.3. OMES Telework Policy - [www.ok.gov/OSF/documents/OMESTeleworkPolicy.pdf](http://www.ok.gov/OSF/documents/OMESTeleworkPolicy.pdf)
- 8.4. OMES Telework Procedures - [www.ok.gov/OSF/documents/OMESTeleworkProcedures.pdf](http://www.ok.gov/OSF/documents/OMESTeleworkProcedures.pdf)
- 8.5. **02.3.5a Bring Your Own Device Agreement**