WDH Telework Process

Human Resources Office

June 2022

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| **Process Title:** | Process to Request Telework Schedule |
| **Process Description:** | This is the official process to request a telework schedule. |
| **Trigger/Precondition:** | An employee is required to complete telework paperwork when requesting to work off-site. This usually means working at home or another approved location, one to two days per week, intermittently or as approved by the agency head, A&I HRD, and in accordance with state policy |
| ***Actor/Action By:*** | ***Action*** |
| ***Employee and*** ***Supervisor*** | Together review the [State of Wyoming Executive Branch Telework Policy](https://drive.google.com/file/d/1qqYWU4qphDN5I0CbZ8e6lZpxd2wyvFOb/view) and the [Wyoming Department of Health Telework Policy](https://docs.google.com/a/wyo.gov/viewer?a=v&pid=sites&srcid=d3lvLmdvdnx3ZGgtc2hhcmVkLWVtcGxveWVlLXJlc291cmNlc3xneDoxMjc0Nzk2NjQ1YWQwMjUw)  ***Note:***  WDH management evaluates the inquiry for telework based on agency criteria. Please see the [Telework Wyoming web page](https://ai.wyo.gov/for-state-employees/telework-wyoming) for position and individual eligibility tools that aid agency management, supervisors, and employees in determining eligibility.  Discuss the employee’s request to telework. Obtain Supervisor’s agreement. |
| ***Employee*** | Logs into their [KnowB4 account](https://www.knowbe4.com/) and completes three Telework Safety Training Courses assigned by ETS:   1. Privacy Basics 2. Don’t Be Like Rick – Free Wifi 3. Kevin Mitnick Security Awareness   Downloads all 3 Training Certificates of Completion  ([**How to Download Your Telework Security Certificate**](https://drive.google.com/file/d/1T4lv8IU9-3x89lTZYtlsHjSGSrOTRTez/view?usp=sharing))  Downloads and completes the required documents   1. [Employee Telework Agreement](https://drive.google.com/file/d/1ZmKC4i1x2ikDgkCUivDn6l3KoC9j53BP/view) (fillable PDF) 2. [Telework State-Owned Equipment and Supplies List](https://drive.google.com/file/d/1Z9U5apq-VecLFVf8qn2aowzZd7R_DWxw/view) 3. [Telework Safety Checklist](https://drive.google.com/file/d/1NMeoYr7SbfdAyzMi8j9AXARN_VYo_EPC/view) |
| ***Employee/Supervisor/Division*** | The employee and supervisor download and complete the fourth required document [WDH Telework Request](https://docs.google.com/a/wyo.gov/viewer?a=v&pid=sites&srcid=d3lvLmdvdnx3ZGgtc2hhcmVkLWVtcGxveWVlLXJlc291cmNlc3xneDozN2RmMGJjODY1ODljOGY3) form and complete the Employee Telework Agreement   1. Employee completes the Telework Agreement. 2. The supervisor reviews the employee’s entries, enters comments on expectations, and makes any required adjustments to employee entries. 3. Supervisor meets with the employee to discuss the agreement. 4. Employee signs Telework Agreement. 5. Supervisor signs Telework Agreement.   Supervisor signs forms, and obtains the approval signatures from the appropriate division chain of command. Signatories must sign/date and indicate their approval/denial.  **Required Telework Documents**  The supervisor then scans the completed, signed forms into a single PDF:   * + WDH Telework Request/Privacy and Security Practices Acknowledgement.   + Employee Telework Agreement   + Telework State-Owned Equipment and Supplies List   + Telework Safety Checklist   + Employee’s 3 Safety Training Certificates   The supervisor then submits the employee’s request by completing the online [Telework Request form](https://docs.google.com/forms/d/e/1FAIpQLScXYwUN6bww9CXoyFz38zLmKcnqkQyqAiO1UNReFlNLFEx7kg/viewform) and uploads the scanned PDF into the form.  ***Note:***  **Requests missing information or the appropriate uploads will not be processed.** |
| ***Human*** ***Resources Office*** | Human Resources representative reviews all supplied documents and confirms they are uploaded and complete.  Human Resources representative signs Telework Agreement, and returns signed, scanned Telework Agreement to Employee and Supervisor, authorizing employee to telework according to the agreement.  When the employee has a fully executed Telework Agreement, the HRD representative will track telework in the SAO Payroll system. Please see Tracking Teleworking in LCD sheet. |

***Employees and Supervisors - Please note:*** *Please send all telework information to the WDH Human Resources Office through the online google form or upload it through the PMI system as indicated in this process, please do not send the information directly to the Department of Administration and Information Human Resources Division.*