

DEPARTMENT OF CHILD SUPPORT SERVICES
TELEWORK ARRANGEMENT
ASD 062 (REV 2/2020)

This arrangement expires in one year and must be renewed to continue participation in the DCSS Telework Program.

Teleworker Information

Name		Unit/Branch/Division	
Telework Location (Street Address, City, Zip Code)			
Contact Phone Number	E-mail Address		Supervisor/Manager Name
Supervisor/Manager Telephone		Supervisor/Manager E-Mail	
Telework Location: This is my residence Other location _____		Telework Type: (Check One) Casual Regular	

Telework Schedule – Select telework day(s) and indicate work hours.

Weekly basis Monthly basis						
Days	Monday	Tuesday	Wednesday	Thursday	Friday	Notes: (i.e. every other week, 2 nd week of month.)
Hours: (Start)						
To: (Finish)						

State Assets to be used at Telework Location

Description	I.D. Number

Review and sign. Submit completed form, along with the ASD 063 and ASD 065 to the Telework Coordinator.

I have read, understand, and acknowledge the Department of Child Support Services (DCSS) Telework Program Policy. I also understand that my use of any state and/or personal computing equipment for DCSS Telework may result in a lack of privacy relating to those items. I have completed and certified the ASD 063, Safety Checklist/Acknowledgement. I have met with my supervisor and discussed my role in, the conditions under which I remain, and the termination/cancelation process of teleworking at DCSS.

Teleworker Signature: (Required)	Date:
Supervisor/Manager Signature: (Required)	Date:
Deputy Director Signature: (Required)	Date:

Both the manager/supervisor and teleworker understand that telework is a bilateral voluntary arrangement that can be discontinued at either party's request with no adverse repercussions.

- Supervisors must approve in advance the use of, vacation, time off, or other leave credits, as well as any overtime work.
- A teleworker must forgo telework when their physical presence is required in the office on regularly scheduled telework day. Managers and/or supervisors should provide reasonable notice whenever possible. If required, the employee may be required to report to the office without advance notice.

DCSS may reimburse teleworkers for business expenses necessary for performing work assignments.

- Supervisors must pre-approve in writing all such reimbursements.
- DCSS will not be liable for telework expenses not identified in the telework arrangement.
- Teleworkers must return state owned equipment to DCSS for maintenance and repair.
- Teleworkers should submit a Travel Expense Claim (STD 262A) along with receipts, bills or other verification of expenses pursuant to travel expense claim procedures.

DCSS will not pay for the following expenses:

- Maintenance or repairs of privately-owned equipment.
- Utility costs associated with the use of the computer or occupation of the home.
- Equipment supplies (these should be requisitioned through the main office).
- Travel expenses associated with commuting to the main office, other than authorized transit subsidies.

Additionally:

- Teleworkers must be available by phone or e-mail during their designated work hours.
- Telework is not a substitute for dependent care, and teleworkers must make regular dependent care arrangements.
- The teleworker has read and understands the DCSS Telework Program Policy and agrees to abide by this Policy.
- The teleworker will carry out the steps required for information security and has familiarized him/herself with DCSS information security requirements and procedures and the state Telework and Remote Access Security Standard. The teleworker agrees to consult with his/her supervisor when security matters are an issue.

Initials: Teleworker _____ Date _____ Supervisor/Manager _____ Date _____