

## Remote Employee Standard

### Introduction

The State of Oklahoma complies with state initiatives encouraging regular and/or full-time telework as an alternative to incurring costs for additional office space for state government and provides the telework option as an added benefit to its workforce.

### Purpose

This standard outlines the remote employee standard for OMES IS state employees working from a location other than a state agency or office, with a minimum data speed requirement of five (5) Mbps up/down, to ensure both employees and OMES benefit from these arrangements while maintaining a safe data environment.

### Definitions

Telework – A flexible work arrangement where employees perform their job duties at an approved alternate worksite other than the location which the employee would otherwise work.

Remote working – A permanent or temporary agreement between employees and managers to work from a non-office location for more than *three days*.

Eligible employees – Employees who meet OMES standards for working remotely have authorization from their manager. Employees who are new parents or suffer from short-term/long-term disability may agree to longer periods of remote working with their manager and HR.

Minimum data speed requirement – The minimum data speed in megabits per second required for typical remote access and cloud application environments to perform essential job functions while protecting data integrity.

### Standard

Remote working is a permanent or temporary agreement between employees and managers to work from a non-office location for more than *three days per week*.

Working from home for a maximum of [*two days*] or working from home certain days a week on a recurring basis are situations covered by our work-from-home policy.

#### *Remote working agreement*

Employees may work remotely on a permanent or temporary basis, if approved, with a properly executed and approved Telework Acknowledgment.

Permanent remote work employees should indicate their primary working address in a remote working agreement. This contract will also outline their responsibilities as remote employees.

#### *Remote working that works*

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job. The minimum bandwidth to successfully work from home is five (5) Mbps up/down.
- Dedicate their full attention to their job duties during working hours.

- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

### *Compliance with Policies*

Remote employees must follow company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

- Attendance.
- Social media.
- Confidentiality.
- Data protection.
- Employee Code of Conduct.
- Anti-discrimination/Equal opportunity.
- Dress code when meeting with customers or partners.

All components of telework and remote access solutions should be secured against expected cyber threats as identified through threat models and include:

- Never use personal devices to perform work, or save or transfer work, without management approval.
- Enable zero touch deployment, where applicable.
- Never use public Wi-Fi.
- Utilize a password secured network, if using wireless networking at home, using a hard to guess password.
- Ensure ZScaler is installed on your computer and functioning properly.
- Check for upgrades and patches regularly, implement as required.

### **Compliance**

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

### **Rationale**

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

## References

- [OMES Code of Conduct.](#)
- [State of Oklahoma OMES Telework Policy.](#)
- [Telework Acknowledgement Form.](#)
- [OMES Human Resources Policies.](#)
- [Microsoft Data Requirement,](#)

## Revision history

This standard is subject to periodic review to ensure relevancy.

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<b>Approved by:</b> Joe McIntosh, Chief Information Officer	