

Chapter: Attendance, Shifts, and Timekeeping
Title: Working At Home or Other Alternate Location

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

Policy.

An employee shall, during normal office hours, conduct agency business only at the employee's regular place of business or assigned duty point unless the employee is on travel status or has received prior written authorization.

- (1) Non-exempt employees are not allowed to work at home.
 - (2) Written alternative site requests must include duties and responsibilities to be conducted or product produced at alternate work location.
 - (3) Authorization must be given by the appropriate director of juvenile corrections/central office department administrator, or whomever is the most immediate supervisor of the employee requesting the exception, or the appropriate division director, or deputy executive director or the executive director.
 - (4) For rules regarding work time, see PRS.27.23.
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