



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Employee Telecommuting Program	
POLICY NUMBER: DJJ 103.5	
TOTAL PAGES: 3	
EFFECTIVE DATE: 03/13/2020	
APPROVAL: LaShana M. Harris	, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall allow telecommuting to maintain agency productivity for critical needs areas particularly where the availability of skilled employees are in high demand and the respective labor pools are limited in supply. Eligibility and selection for participation in a telecommuting program shall be the decision of DJJ, with no implied or specific right to participation being granted to an employee.

II. APPLICABILITY

This policy shall apply to Department of Juvenile Justice staff.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. The telecommuting program is a discretionary alternative work option approved by the Commissioner or designee. Telecommuting is not an automatic employee benefit.
- B. Upon determination that an employee's job position may be conducive for the telecommuting program, the Director or designee for the programmatic area shall submit a written request for an employee to participate in the telecommuting program to the Personnel Branch Manager. The Personnel Branch Manager will consult with the Commissioner or designee for approval or denial of the request.
- C. A DJJ employee that is being considered for a telecommuting arrangement shall

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complete all required telecommuting documentation. The approval process for telecommuting is as follows:

1. An employee that would like to participate in telecommuting shall submit a written request to the employee's immediate supervisor and the written request shall be sent up the chain of command to the Director or designee for that programmatic area;
 2. The Director or designee shall submit the documentation to the Personnel Branch Manager or designee; and
 3. The Commissioner or designee shall have the discretion to approve or deny telecommuting for a DJJ employee with no implied or specific right to participation being granted to employees.
- D. If the Governor has issued an Executive Order declaring a state of emergency, the Commissioner or designee has discretion to approve or deny a request for telecommuting and said discretion may be guided by the terms of said Executive Order.
- E. If there is no active state of emergency declared by the Governor, an employee who is being considered for the telecommuting program shall meet the following criteria:
1. Employee is fulfilling a critical need for the Department and labor supply is limited;
 2. Employee has not had any disciplinary actions within the past 5 years; and
 3. Employee's job position has been approved by the Commissioner or designee for telecommuting.
- F. Once an employee has been approved by the Commissioner or designee, the employee shall complete and sign a telecommuter agreement. The telecommuter agreement details the mandatory policies and practices of the telecommuting protocol.
- G. No employee rights or benefits provided under the Kentucky Revised Statute, Kentucky Administrative Regulations, or personnel policies between the state and the employee are altered by the implementation of the telecommuting program.
- H. The employee work schedule for the telecommuting program shall be determined and approved by the immediate supervisor. Documentation of such shall be forwarded to the Personnel Manager and placed in the employee personnel file.
- I. The Commissioner or designee shall have the authority to terminate an employee's participation in the program without cause at any time with written notice. Termination for cause of an employee's participation in the telecommuting program may be immediate and does not require a written notice.
- J. An employee approved and participating in the telecommuting program may also

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- request cancellation of the telecommuting agreement. The request must be submitted to the Personnel Manager.
- K. An employee approved and participating in the telecommuting program is responsible for the following:
1. Protecting the confidentiality of DJJ data used and accessed during telecommuting;
 2. Protecting the inventory and security of DJJ owned equipment;
 3. Maintaining the same desktop configurations utilized in main office sites;
 4. Signing in and out via email for working start and stop times to immediate supervisor;
 5. Submitting a daily report to the immediate supervisor for work product produced, meetings attended, and calls made on behalf of DJJ and specifically indicate the nature of those communications;
 6. Submitting a monthly report to the immediate supervisor detailing the work product produced for each month and documenting calls made to other staff and clients with the dates and times of such calls;
 7. Copying the immediate supervisor as requested on all work email transmitted;
 8. Submitting timesheets in accordance with DJJ protocol; and
 9. Submitting requests for time off or compensatory time approval in accordance with DJJ protocol.
- L. Employees approved and participating in the telecommuting program shall not use personal equipment to conduct work operations.
- M. DJJ shall reserve the right to inspect work stations and equipment at telecommuting location any time during the designated work hours.
- N. DJJ shall provide support, maintenance, repair and replacement for state-owned equipment issued to telecommuters.
- O. The Personnel Branch Manager or designee shall evaluate the effectiveness of the DJJ telecommuting program annually and submit a recommendation to the Commissioner regarding the continuation or termination of the program.

V. MONITORING MECHANISM

Administrative Managers are responsible for monitoring the actions of staff within their respective organization units for adherence to the requirements of this policy.