
Teleworking

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Overview for Minnesota

Telecommuting Arrangements

- *Full time, permanent work location at home*
- *Part-time, permanent work away from office*
- *Regular, situational/ad hoc work away from office*
- *Occasional, situational/ad hoc work away from office*

All arrangements require a signed agreement with the department.

-Divisions then have their own additional requirements

Overview for Illinois

Audit Recovery & Discovery Division

- *Alternative worksites allowed for personnel and supervisors*

Field Compliance Division

- *Headquarters in Springfield with 6 satellite offices throughout the state*
- *Auditors located throughout the United States*

Overview for Illinois

Alternative work locations include:

- *Taxpayer's location*
- *Employee's residence*
- *Alternative locations such as libraries, churches, etc.*

Pre-approval is required and the benefit to the Department must be justified

Overview for Iowa

- *State Procedures/Rules*
 - *Must have remote room in your house to work from.*
 - *Free from household distractions.*
- *Requires employees to be in the office one day per week.*
 - *Former satellite employees required to report to meetings/trainings*
- *Employees with laptops can work from home in certain situations.*

Characteristics

- *Self- motivated and disciplined*
- *Good communicator*
- *Strong organization skills*
- *Dependable and trustworthy*
- *Strong performance record*

Pros

- *Flexibility and work/life balance*
- *Access to much larger talent pool of employees*
- *Less distractions and less interruptions while working*
- *Employee retention*

Cons

- *Supervisor or performance challenges*
- *All employees are not eligible or best suited for this*
- *Isolation- employees are less accessible*
- *Missing out on relationship building that happens in the office*

Best Practices

- *Etiquette - setting up technology before the meeting starts, identifying yourself, no side conversations*
- *Communication -- stay connected and engaged*
- *Knowledge -- everyone needs to know what resources are available and how the technology works*

Questions?

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