



Josh Stein  
Governor

Leslie Cooley Dismukes  
Secretary

## MEMORANDUM

**TO:** Joint Legislative Oversight Committee on Justice and Public Safety

**FROM:** Leslie Cooley Dismukes, Secretary *LCD*

**RE:** Report on Remote Work Policies and Participation

**DATE:** August 15, 2025

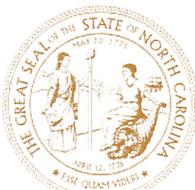
Pursuant to S.L. 2023-134, Section 19A.4.(c), the Department of Adult Correction shall report on the following to the Joint Legislative Oversight Committee on Justice and Public Safety:

- (1) The remote work policy currently in place for its employees.
- (2) Any remote work policy previously in place for its employees that was not a part of the most recent report required by this subsection.
- (3) The total number of employees utilizing its remote work policy.
- (4) The total number of employees utilizing its remote work policy, delineated by division, section, and any other organizational category.

The attached report contains the following:

- Attachment A – the remote work policy currently in place
- Attachment B – the remote work policy previously in place
- Attachment C – the total number of employees utilizing the remote work policy, delineated by division and section

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**FROM THE OFFICE OF:**  
Leslie Cooley Dismukes  
Secretary  
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# Attachment A



## ***Department of Adult Correction Policy and Procedure***

<b>Policy Name:</b>	Telework and Field/Home-Based Employees
<b>Policy Number:</b>	DAC-HR-700-02
<b>Division:</b>	Administration – Human Resources
<b>Originally Issued:</b>	April 19, 2021
<b>Supersedes:</b>	July 1, 2024
<b>Effective:</b>	December 17, 2024

### I. PURPOSE

The purpose of this policy is to set forth the authority and establish guidelines and procedures for the consistent management of remote work arrangements of North Carolina Department of Adult Correction (DAC) employees, whether they work from home or in the field. As a public employer, DAC has a special obligation to ensure that employees and resources are being used efficiently.

### II. APPLICABILITY

This policy applies to all DAC Divisions.

### III. DEFINITIONS

#### A. Agency Worksite

The primary or official location designated by the department where an employee is expected to perform their regular duties. This location could be a traditional office or any other specified official place of work.

#### B. Alternate Work Location

A worksite other than an agency worksite; it can include an employee's place of residence or satellite office where official State business is performed.

#### C. Confidential Information

Information that is not a public record pursuant to [North Carolina Public Records law](#), to include personally identifiable information.

#### D. Division Head

A senior management position responsible for overseeing a specific Division or Section within the Department. These individuals report directly to either a Chief Deputy Secretary, the Chief of Staff or General Counsel.

#### E. Duty Station

The employee's designated onsite agency worksite or the field/home-based employee's designated worksite, which may include their vehicle or place of residence.

**F. Employee**

Any person employed by DAC regardless of employment type, including full-time or part-time permanent employees, probationary employees, time-limited employees, and temporary employees.

**G. Field/Home-Based Agreement**

A written agreement required for all employees holding positions designated as field/home-based that outlines the terms and conditions of employment for these positions.

**H. Field/Home-Based Employee**

Employees that are required by the agency to work outside the agency worksite based on the service they provide or the nature of their work. The work of field/home-based employees is mostly performed by traveling to various locations within a region or working from home. Field/home-based employees are not considered teleworkers.

**I. Occasional Teleworking**

A work arrangement in which an employee teleworks as needed, such as in the event of adverse weather, and is not on a regular or recurring basis.

**J. Supervisor**

An employee who has one or more employees that report directly to them.

**K. Telework**

1. A flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their duty station in accordance with their same performance expectations, adherence to workplace policies and professional standards, and other approved or agreed upon terms.
2. It does not include field/home-based employees, occasional teleworking, or work performed at a temporary worksite for a limited duration.

**L. Telework Agreement**

A written agreement required for all employees teleworking regularly that details the terms and conditions by which an employee is allowed to engage in teleworking.

**M. Telework Coordinator**

An employee assigned the responsibility to collect and maintain telework agreements and serves as a telework point of contact within their Division or Section.

#### N. Work Schedule

The employee's regular recurring hours of work at the agency worksite or duty station and/or an alternate work location as approved by their supervisor.

### IV. POLICY

#### A. Teleworking

1. It is the policy of DAC to allow supervisors to consider allowing eligible employees to telework when business needs can be met by employees performing job duties in an alternate work location.
2. Supervisors may approve eligible employees to telework up to two days per week. Supervisors shall monitor telework arrangements closely to ensure that productivity and service levels remain optimal. If any issues arise, appropriate measures should be taken to address them promptly and effectively, with the aim of avoiding any negative impacts on performance or service quality.
3. The Chief Deputy Secretary of the employee shall be the final approving authority for telework.
4. All teleworking activities shall be implemented in accordance with the [NC OSHR Teleworking Program policy](#) and the requirements outlined in this policy.
5. Approval for Teleworking
  - a) Telework is not a universal employee benefit or entitlement. Not all employees within a given classification may be granted telework status. The decision whether to allow a position to telework is solely within management's discretion. As such, this opportunity may be disapproved or revoked at the discretion of management at any time. Approval or termination of a telework arrangement by management is not grievable unless the basis of the grievance is consistent with a grievable issue identified in the [OSHR Employee Grievance policy](#).
  - b) Supervisors are not eligible for recurring telework schedules. However, these positions are permitted to engage in occasional teleworking.
  - c) Supervisors should take into consideration employee performance when determining whether an employee will be approved for telework. If an employee has received a performance rating of "does not meet expectations" on any goal or value on their most recent performance evaluation, they are not eligible for teleworking.
  - d) Employees who do not follow a standard work schedule of 40 hours per week, distributed across five days, with each day consisting of eight hours, are not eligible for teleworking.

- e) Employees approved for teleworking are expected to follow all applicable State, DAC Department, and Division-level policies at their alternate work location.

## 6. Alternate Work Location Requirements

- a) Employees who have been approved to telework shall ensure their alternate work location is free from personal or professional obligations outside of their job duties during normal business hours.
- b) Employees shall not hold in-person work related meetings at their place of residence. Employees may participate in conference calls and web-meeting activities.

## 7. Scheduling Requirements

- a) Department needs take precedence over individual telework preferences, and employees are expected to prioritize departmental requirements over teleworking schedules.
- b) Balancing office coverage and staff availability is a priority, and in-person job responsibilities take precedence over teleworking schedules.
- c) Employees may have a recurring telework schedule that includes either Monday or Friday, but not both within the same week. Telework days cannot fall consecutively on a Friday and the following Monday.
- d) Supervisors are responsible for ensuring that, on any given day, at least half of their assigned employees are not teleworking in order to maintain operational efficiency.
- e) If the duty station closes due to an emergency, including adverse weather conditions, employees who have been approved for telework are expected to continue to telework if their alternate work location is operational.
- f) Management reserves the right to require the employee to report to their duty station on scheduled telework days. Reasonable advance notice should be provided to the employee when possible. However, the employee may be required to report to their duty station at any time during the employee's work schedule as business needs dictate.

## 8. Disciplinary Actions

- a) The imposition of any disciplinary action may lead to a suspension of telework privileges. The suspension period will be defined, and the employee is expected to return to the onsite agency worksite.
- b) Following disciplinary actions, employees who had their telework privileges suspended may have their eligibility reviewed after a defined period, provided they demonstrate improvement in performance and conduct. Reinstatement of telework privileges will be at the discretion of management.

9. Salary, Benefits, and Time Administration
  - a) An employee's current salary and benefits will not change when they are teleworking.
  - b) Time spent in telework status must be accounted for and reported in the same manner as if the employee reported for work at their duty station, which includes abiding by all established leave and overtime policies. The total number of hours the employee is expected to work shall not change and the employee should adhere to their normal working hours. Employees may work overtime only when required and approved in advance by their supervisor.
10. DAC liability for job-related incidents or accidents will continue to exist during the employee's approved telework schedule. In the event of a job-related incident or accident during telework hours, the employee shall immediately report the incident or accident to their supervisor. Any incident or accident will be investigated in the same manner as if it occurred at the employee's duty station. DAC is not responsible for non-work related injuries to an employee at the alternate work location. DAC is not responsible for any injury to any non-employee at the alternate work location.

#### B. Field/Home-Based Employees

1. The final approval for designating employees as field/home-based shall be made by the DAC Secretary or designee. This ensures consistency, compliance with established guidelines, and appropriate allocation of resources for remote work arrangements.
2. It is the policy of DAC that work performed by field/home-based employees at their duty station adheres to the requirements outlined in this policy and applicable Division-level policies. It is also recognized that DAC, as a public employer, has a special obligation to ensure that employees and resources are being used efficiently and productively.
3. Field/home-based employees are expected to maintain the ability to perform all job duties required of their position. If they can no longer perform duties required for their position, management may consider alternate duties which may not be field/home-based in nature.
4. Field/home-based employees are expected to follow all applicable State, DAC Department, or Division-level policies at their duty station.

#### 5. Place of Residence Duty Station Requirements

- a) Field/home-based employees who work from their place of residence shall ensure their work location is free from personal or professional obligations outside of their job duties during normal business hours.
- b) Field/home-based employees shall not hold in-person work related meetings at their place of residence. Field/home-based employees may participate in conference calls and web-meeting activities.

6. Management reserves the right to require the field/home-based employee to report to an onsite agency worksite. Reasonable advance notice should be provided to the employee when possible. However, the employee may be required to report to an onsite agency worksite at any time during the employee's work schedule as business needs dictate.
7. Management reserves the right to require the field/home-based employee to report to mandatory or assigned training.
8. DAC liability for job-related incidents or accidents will continue to exist for field/home-based employees during the employee's work schedule. In the event of a job-related incident or accident during the employee's work schedule, the field/home-based employee shall immediately report the incident or accident to their supervisor. Any incident or accident will be investigated in the same manner as if it occurred at an onsite agency worksite. DAC is not responsible for any injury to any non-employee at the employee's place of residence.

#### C. Employment Separation

1. If approved by their supervisor, an employee may telework on their last day of employment before separation from DAC. For benefits pay out purposes, this is the equivalent of reporting to an onsite agency worksite.
2. If approved by their supervisor, a field/home-based employee may work their last day of employment before separation from DAC at their duty station. For benefits pay out purpose, this is the equivalent of reporting to an onsite agency worksite.
3. Employees shall coordinate with their supervisor the return of any DAC-owned equipment.
4. Employees may be responsible for the replacement cost for any DAC-owned equipment which is not returned upon separation from DAC.

#### D. Supplies and Equipment for Teleworking and Field/Home-Based Employees

1. Divisions shall provide standard office supplies necessary for the employee to perform their job. Employees' out of pocket expenses for office supplies available at an onsite agency worksite will not be reimbursed.
2. Employees will be responsible for providing office furniture ensuring it meets ergonomic requirements as described in the applicable Safety Attestation form.
3. Employees will be provided with a DAC-owned laptop computer based upon equipment availability.
4. Employees may be provided with a DAC-owned printer based upon job duty requirements and equipment availability. Employees shall not be reimbursed for expenses associated with using a personal printer.

5. The following conditions shall apply to the use of supplies, organization records, computers, and other DAC-owned equipment:
  - a) The same standards of use apply to DAC-owned equipment as at an agency onsite worksite.
  - b) Products, documents, records used and/or developed shall remain the property of DAC and are subject to State and DAC policies regarding confidentiality and records retention requirements.
  - c) Products, documents, and records that are used, developed, or revised must be copied or restored to the DAC computer network.
6. Any equipment provided to the employee by DAC remains the property of DAC. Non-employees are not authorized to use any DAC-owned equipment. The employee is responsible for any expense related to repair and replacement of DAC equipment as a direct result of the employee's misuse or abuse of any DAC equipment.
7. Maintenance, repair, and replacement of DAC-owned equipment issued to employees is the responsibility of DAC. In the event of equipment malfunction, the employee must notify their supervisor as soon as possible.
8. Employees are required to maintain their own internet service provider and to provide their own telephone services unless a DAC-owned cellphone is issued to the employee, or the employee has remote access to their office telephone using a secure DAC-approved communication system.

#### E. Information Security

1. Employees must have written authorization from their supervisor prior to working on confidential information at their alternate work location or field/home-based duty station.
2. Confidential information that is stored at the alternate work location or field/home-based duty station must be secured in accordance with applicable standards. This may include password protecting electronic information and securing physical information in locked offices, cabinets, or drawers.

### V. ROLES AND RESPONSIBILITIES

#### A. Division Heads or Designee(s)

1. Coordinate with DAC Central HR to determine which employees should be designated as field/home based.
2. Identify at least one Telework Coordinator for their respective Division.
3. Determine if their Division will allow out-of-state telework arrangements.

4. Ensure out-of-state telework assessments are completed prior to approving out-of-state telework arrangements, as applicable.

B. DAC Central Human Resources (HR)

1. Provide guidance to Divisions Heads on how to request an employee's field/home-based designation using the Organizational Management Action Request (OMAR) form.
2. Collect and maintain information regarding which employees are classified as field/home-based and those that telework.
3. Provide guidance to Divisions concerning telework policies and procedures for their respective employees as requested.
4. Provide OSHR-developed telework training to all DAC employees.
5. Report telework activities for the previous calendar year to OSHR annually in accordance with the [OSHР Teleworking Program policy](#).
6. Consult with the DAC General Counsel's Office (GCO) and the DAC Chief Financial Officer to develop an assessment process for determining the impact to the Department and/or Divisions before approving out-of-state telework arrangements.

C. Field/Home-Based Employees

1. Inform their supervisor promptly whenever problems arise which adversely affect their ability to perform work at their duty station.
2. Maintain a duty station that is conducive to job performance, safe, and free from distractions. Place of residence duty stations must meet the standards in the Field and Home-Based Employee Safety Attestation form.
3. Notify their supervisor and submit a new Alternate Work Location Safety Attestation form within 15 days if their place of residence duty station changes.
4. Maintain responsibility for any individual tax implications, homeowner's insurance, and incidental residential utility costs associated with conducting work at a place of residence duty station.
5. Employees are required to use video capability during work meetings via appropriate platforms as technology is available.

D. Telework Employees

1. Submit their telework request to their supervisor.

2. Inform their supervisor promptly whenever problems arise which adversely affect their ability to perform work at their alternate work location.
3. Maintain a designated alternate work location that is conducive to job performance, safe, and free from distractions. The workspace must meet the standards in the Alternate Work Location Safety Attestation form.
4. Notify their supervisor and submit a new Alternate Work Location Safety Attestation form within 15 days if their alternate work location changes.
5. Maintain responsibility for any individual tax implications, homeowner's insurance, and incidental residential utility and internet costs associated with teleworking in an alternate work location.
6. Report to an onsite agency worksite at any time during the employee's work schedule as business needs dictate.
7. Employees are required to use video capability during work meetings via appropriate platforms as technology is available.

#### E. Supervisors

1. Receive and review the place of residence duty station Field and Home-Based Employee Safety Attestation form at least on an annual basis during the performance management evaluation cycle.
2. Develop clear performance expectations and measures to establish objective parameters for evaluating the quantity and/or quality of work by field/home-based employees.
3. Ensure consistent communication with both field/home-based employees and those who telework. Establish transparent performance expectations and measures before entering into a telework agreement, providing objective parameters for assessing work quantity and quality. Regularly engage with and maintain open lines of communication with all teleworking employees.
4. Review and ensure compliance with [DOA MFM Regulations Manual](#) and DAC policy requirements governing assigned state vehicles.
5. Receive telework requests from employees and review them in compliance with this policy. Telework Agreements and Alternate Work Location Safety Attestation forms shall be reviewed and renewed at least on an annual basis during the performance management evaluation cycle.
6. Document and review with their employees the reasons for allowing or not allowing them to telework.

7. Ensure employees at the agency worksite are not assigned extra responsibilities that would typically be carried out by teleworking employees.
8. Ensure teleworking employees are fulfilling all job responsibilities as required.
9. Ensure sufficient staffing coverage at an agency worksite when employees engage in telework.

F. Telework Coordinators

1. Maintain teleworking agreements for their respective Division or Section's employees and provide information to DAC Central HR on the status of such agreements on an annual basis.
2. Ensure the review and renewal of all teleworking agreements and forms are completed annually, while maintaining the retention of up-to-date documentation.
3. Collect and report telework-related information on behalf of their respective Division or Section as requested by DAC Central HR.

VI. PROCEDURES

A. Telework Approval

1. Employees shall submit in writing a request to their supervisor to be considered for teleworking.
2. The employee and their supervisor shall complete the Telework Agreement form.
3. Upon completion of the Telework Agreement form and with approval from their supervisor, the employee shall complete the Alternate Work Location Safety Attestation form and submit it for review to their supervisor. The Telework Agreement form must be signed by both the employee and their supervisor.
4. If the supervisor approves the employee to telework, the Alternate Work Location Safety Attestation and Telework Agreement forms shall be routed through the chain-of-command to the employee's Chief Deputy Secretary for final approval.
5. If approved, all forms shall then be submitted to the Division or Section's human resources office for inclusion in the employee's personnel file.
6. If the employee changes positions or reporting relationships, any previously approved telework agreement shall be voided and a new request for telework approval shall be submitted in accordance with this section.

B. Telework Agreement Termination

1. The termination of previously approved telework agreements shall be communicated in writing by the supervisor to their employee.

2. Upon termination of the telework agreement, all DAC-owned equipment previously assigned to the employee's alternate work location shall be returned by the employee to DAC in working order.
3. Employees may be responsible for the replacement cost for any DAC-owned equipment which is not returned upon termination of the telework agreement.

C. Field/Home-Based Agreement

1. Employees holding positions designated as field/home-based and their supervisor shall complete and sign the Field/Home-Based Agreement form along with the Alternate Work Location Safety Attestation form.
2. All forms shall then be submitted to the Division or Section's human resources office for inclusion in the employee's personnel file.

VII. EXCEPTIONS

In accordance with the [DAC-OPM-100 Policy Management](#) directive, exceptions to this policy may be permitted with written approval from the DAC Secretary or designee.

VIII. REFERENCES

- A. [NC OSHR Teleworking Program Policy](#)
- B. [North Carolina Public Records Law](#)
- C. [Telework Agreement form](#)
- D. [Field/Home-Based Agreement form](#)
- E. [Alternate Work Location Safety Attestation form](#)
- F. [Organizational Management Action Request \(OMAR\) form](#)
- G. [DAC-OPM-100 Policy Management](#)

# Attachment B



## ***Department of Adult Correction Policy and Procedure***

<b>Policy Name:</b>	Telework and Field/Home-Based Employees
<b>Policy Number:</b>	DAC-HR-700-02
<b>Division:</b>	Administration – Human Resources
<b>Originally Issued:</b>	April 19, 2021
<b>Supersedes:</b>	February 12, 2024
<b>Effective:</b>	July 1, 2024

### I. PURPOSE

The purpose of this policy is to set forth the authority and establish guidelines and procedures for the consistent management of remote work arrangements of North Carolina Department of Adult Correction (DAC) employees, whether they work from home or in the field. As a public employer, DAC has a special obligation to ensure that employees and resources are being used efficiently.

### II. APPLICABILITY

This policy applies to all DAC Divisions.

### III. DEFINITIONS

#### A. Agency Worksite

The primary or official location designated by the department where an employee is expected to perform their regular duties. This location could be a traditional office or any other specified official place of work.

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#### D. Division Head

A senior management position responsible for overseeing a specific Division or Section within the Department. These individuals report directly to either a Chief Deputy Secretary, the Chief of Staff or General Counsel.

#### E. Duty Station

The employee's designated onsite agency worksite or the field/home-based employee's designated worksite, which may include their vehicle or place of residence.

**F. Employee**

Any person employed by DAC regardless of employment type, including full-time or part-time permanent employees, probationary employees, time-limited employees, and temporary employees.

**G. Field/Home-Based Employee**

Employees that are required by the agency to work outside the agency worksite based on the service they provide or the nature of their work. The work of field/home-based employees is mostly performed by traveling to various locations within a region or working from home. Field/home-based employees are not considered teleworkers.

**H. Occasional Teleworking**

A work arrangement in which an employee teleworks as needed, such as in the event of adverse weather, and is not on a regular or recurring basis.

**I. Supervisor**

An employee who has one or more employees that report directly to them.

**J. Telework**

1. A flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their duty station in accordance with their same performance expectations, adherence to workplace policies and professional standards, and other approved or agreed upon terms.
2. It does not include field/home-based employees, occasional teleworking, or work performed at a temporary worksite for a limited duration.

**K. Telework Agreement**

A written agreement required for all employees teleworking regularly that details the terms and conditions by which an employee is allowed to engage in teleworking.

**L. Telework Coordinator**

An employee assigned the responsibility to collect and maintain telework agreements and serves as a telework point of contact within their Division or Section.

**M. Work Schedule**

The employee's regular recurring hours of work at the agency worksite or duty station and/or an alternate work location as approved by their supervisor.

## IV. POLICY

### A. Teleworking

1. It is the policy of DAC to allow supervisors to consider allowing eligible employees to telework when business needs can be met by employees performing job duties in an alternate work location.
2. Supervisors may approve eligible employees to telework up to two days per week. Supervisors shall monitor telework arrangements closely to ensure that productivity and service levels remain optimal. If any issues arise, appropriate measures should be taken to address them promptly and effectively, with the aim of avoiding any negative impacts on performance or service quality.
3. The Chief Deputy Secretary of the employee shall be the final approving authority for telework.
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  - d) Employees who do not follow a standard work schedule of 40 hours per week, distributed across five days, with each day consisting of eight hours, are not eligible for teleworking.
  - e) Employees approved for teleworking are expected to follow all applicable State, DAC Department, and Division-level policies at their alternate work location.

6. Alternate Work Location Requirements

- a) Employees who have been approved to telework shall ensure their alternate work location is free from personal or professional obligations outside of their job duties during normal business hours.
- b) Employees shall not hold in-person work related meetings at their place of residence. Employees may participate in conference calls and web-meeting activities.

7. Scheduling Requirements

- a) Department needs take precedence over individual telework preferences, and employees are expected to prioritize departmental requirements over teleworking schedules.
- b) Balancing office coverage and staff availability is a priority, and in-person job responsibilities take precedence over teleworking schedules.
- c) Employees may have a recurring telework schedule that includes either Monday or Friday, but not both within the same week. Telework days cannot fall consecutively on a Friday and the following Monday.
- d) Supervisors are responsible for ensuring that, on any given day, at least half of their assigned employees are not teleworking in order to maintain operational efficiency.
- e) If the duty station closes due to an emergency, including adverse weather conditions, employees who have been approved for telework are expected to continue to telework if their alternate work location is operational.
- f) Management reserves the right to require the employee to report to their duty station on scheduled telework days. Reasonable advance notice should be provided to the employee when possible. However, the employee may be required to report to their duty station at any time during the employee's work schedule as business needs dictate.

8. Disciplinary Actions

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- b) Following disciplinary actions, employees who had their telework privileges suspended may have their eligibility reviewed after a defined period, provided they demonstrate improvement in performance and conduct. Reinstatement of telework privileges will be at the discretion of management.

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- 10. DAC liability for job-related incidents or accidents will continue to exist during the employee's approved telework schedule. In the event of a job-related incident or accident during telework hours, the employee shall immediately report the incident or accident to their supervisor. Any incident or accident will be investigated in the same manner as if it occurred at the employee's duty station. DAC is not responsible for non-work related injuries to an employee at the alternate work location. DAC is not responsible for any injury to any non-employee at the alternate work location.

#### B. Field/Home-Based Employees

- 1. The final approval for designating employees as field/home-based shall be made by the DAC Secretary or designee. This ensures consistency, compliance with established guidelines, and appropriate allocation of resources for remote work arrangements.
- 2. It is the policy of DAC that work performed by field/home-based employees at their duty station adheres to the requirements outlined in this policy and applicable Division-level policies. It is also recognized that DAC, as a public employer, has a special obligation to ensure that employees and resources are being used efficiently and productively.
- 3. Field/home-based employees are expected to maintain the ability to perform all job duties required of their position. If they can no longer perform duties required for their position, management may consider alternate duties which may not be field/home-based in nature.
- 4. Field/home-based employees are expected to follow all applicable State, DAC Department, or Division-level policies at their duty station.

#### 5. Place of Residence Duty Station Requirements

- a) Field/home-based employees who work from their place of residence shall ensure their work location is free from personal or professional obligations outside of their job duties during normal business hours.
- b) Field/home-based employees shall not hold in-person work related meetings at their place of residence. Field/home-based employees may participate in conference calls and web-meeting activities.
- 6. Management reserves the right to require the field/home-based employee to report to an onsite agency worksite. Reasonable advance notice should be provided to the employee when possible. However, the employee may be required to report to an onsite agency worksite at any time during the employee's work schedule as business needs dictate.

7. Management reserves the right to require the field/home-based employee to report to mandatory or assigned training.
8. DAC liability for job-related incidents or accidents will continue to exist for field/home-based employees during the employee's work schedule. In the event of a job-related incident or accident during the employee's work schedule, the field/home-based employee shall immediately report the incident or accident to their supervisor. Any incident or accident will be investigated in the same manner as if it occurred at an onsite agency worksite. DAC is not responsible for any injury to any non-employee at the employee's place of residence.

C. Employment Separation

1. If approved by their supervisor, an employee may telework on their last day of employment before separation from DAC. For benefits pay out purposes, this is the equivalent of reporting to an onsite agency worksite.
2. If approved by their supervisor, a field/home-based employee may work their last day of employment before separation from DAC at their duty station. For benefits pay out purpose, this is the equivalent of reporting to an onsite agency worksite.
3. Employees shall coordinate with their supervisor the return of any DAC-owned equipment.
4. Employees may be responsible for the replacement cost for any DAC-owned equipment which is not returned upon separation from DAC.

D. Supplies and Equipment for Teleworking and Field/Home-Based Employees

1. Divisions shall provide standard office supplies necessary for the employee to perform their job. Employees' out of pocket expenses for office supplies available at an onsite agency worksite will not be reimbursed.
2. Employees will be responsible for providing office furniture ensuring it meets ergonomic requirements as described in the applicable Safety Attestation form.
3. Employees will be provided with a DAC-owned laptop computer based upon equipment availability.
4. Employees may be provided with a DAC-owned printer based upon job duty requirements and equipment availability. Employees shall not be reimbursed for expenses associated with using a personal printer.
5. The following conditions shall apply to the use of supplies, organization records, computers, and other DAC-owned equipment:
  - a) The same standards of use apply to DAC-owned equipment as at an agency onsite worksite.

- b) Products, documents, records used and/or developed shall remain the property of DAC and are subject to State and DAC policies regarding confidentiality and records retention requirements.
- c) Products, documents, and records that are used, developed, or revised must be copied or restored to the DAC computer network.

6. Any equipment provided to the employee by DAC remains the property of DAC. Non-employees are not authorized to use any DAC-owned equipment. The employee is responsible for any expense related to repair and replacement of DAC equipment as a direct result of the employee's misuse or abuse of any DAC equipment.
7. Maintenance, repair, and replacement of DAC-owned equipment issued to employees is the responsibility of DAC. In the event of equipment malfunction, the employee must notify their supervisor as soon as possible.
8. Employees are required to maintain their own internet service provider and to provide their own telephone services unless a DAC-owned cellphone is issued to the employee, or the employee has remote access to their office telephone using a secure DAC-approved communication system.

#### E. Information Security

1. Employees must have written authorization from their supervisor prior to working on confidential information at their alternate work location or field/home-based duty station.
2. Confidential information that is stored at the alternate work location or field/home-based duty station must be secured in accordance with applicable standards. This may include password protecting electronic information and securing physical information in locked offices, cabinets, or drawers.

### V. ROLES AND RESPONSIBILITIES

#### A. Division Heads or Designee(s)

1. Coordinate with DAC Central HR to determine which employees should be designated as field/home based.
2. Identify at least one Telework Coordinator for their respective Division.
3. Determine if their Division will allow out-of-state telework arrangements.
4. Ensure out-of-state telework assessments are completed prior to approving out-of-state telework arrangements, as applicable.

**B. DAC Central Human Resources (HR)**

1. Provide guidance to Divisions Heads on how to request an employee's field/home-based designation using the Organizational Management Action Request (OMAR) form.
2. Collect and maintain information regarding which employees are classified as field/home-based and those that telework.
3. Provide guidance to Divisions concerning telework policies and procedures for their respective employees as requested.
4. Provide OSHR-developed telework training to all DAC employees.
5. Report telework activities for the previous calendar year to OSHR annually in accordance with the [OSHR Teleworking Program policy](#).
6. Consult with the DAC General Counsel's Office (GCO) and the DAC Chief Financial Officer to develop an assessment process for determining the impact to the Department and/or Divisions before approving out-of-state telework arrangements.

**C. Field/Home-Based Employees**

1. Inform their supervisor promptly whenever problems arise which adversely affect their ability to perform work at their duty station.
2. Maintain a duty station that is conducive to job performance, safe, and free from distractions. Place of residence duty stations must meet the standards in the Field and Home-Based Employee Safety Attestation form.
3. Notify their supervisor and submit a new Field and Home-Based Employee Safety Attestation form within 15 days if their place of residence duty station changes.
4. Maintain responsibility for any individual tax implications, homeowner's insurance, and incidental residential utility costs associated with conducting work at a place of residence duty station.
5. Employees are required to use video capability during work meetings via appropriate platforms as technology is available.

**D. Telework Employees**

1. Submit their telework request to their supervisor.
2. Inform their supervisor promptly whenever problems arise which adversely affect their ability to perform work at their alternate work location.

3. Maintain a designated alternate work location that is conducive to job performance, safe, and free from distractions. The workspace must meet the standards in the Alternate Work Location Safety Attestation form.
4. Notify their supervisor and submit a new Alternate Work Location Safety Attestation form within 15 days if their alternate work location changes.
5. Maintain responsibility for any individual tax implications, homeowner's insurance, and incidental residential utility and internet costs associated with teleworking in an alternate work location.
6. Report to an onsite agency worksite at any time during the employee's work schedule as business needs dictate.
7. Employees are required to use video capability during work meetings via appropriate platforms as technology is available.

#### E. Supervisors

1. Receive and review the place of residence duty station Field and Home-Based Employee Safety Attestation form at least on an annual basis during the performance management evaluation cycle.
2. Develop clear performance expectations and measures to establish objective parameters for evaluating the quantity and/or quality of work by field/home-based employees.
3. Ensure consistent communication with both field/home-based employees and those who telework. Establish transparent performance expectations and measures before entering into a telework agreement, providing objective parameters for assessing work quantity and quality. Regularly engage with and maintain open lines of communication with all teleworking employees.
4. Review and ensure compliance with [DOA MFM Regulations Manual](#) and DAC policy requirements governing assigned state vehicles.
5. Receive telework requests from employees and review them in compliance with this policy. Telework Agreements and Alternate Work Location Safety Attestation forms shall be reviewed and renewed at least on an annual basis during the performance management evaluation cycle.
6. Document and review with their employees the reasons for allowing or not allowing them to telework.
7. Ensure employees at the agency worksite are not assigned extra responsibilities that would typically be carried out by teleworking employees.
8. Ensure teleworking employees are fulfilling all job responsibilities as required.

9. Ensure sufficient staffing coverage at an agency worksite when employees engage in telework.

**F. Telework Coordinators**

1. Maintain teleworking agreements for their respective Division or Section's employees and provide information to DAC Central HR on the status of such agreements on an annual basis.
2. Ensure the review and renewal of all teleworking agreements and forms are completed annually, while maintaining the retention of up-to-date documentation.
3. Collect and report telework-related information on behalf of their respective Division or Section as requested by DAC Central HR.

**VI. PROCEDURES**

**A. Telework Approval**

1. Employees shall submit in writing a request to their supervisor to be considered for teleworking.
2. The employee and their supervisor shall complete the Telework Agreement form.
3. Upon completion of the Telework Agreement form and with approval from their supervisor, the employee shall complete the Alternate Work Location Safety Attestation form and submit it for review to their supervisor. The Telework Agreement form must be signed by both the employee and their supervisor.
4. If the supervisor approves the employee to telework, the Alternate Work Location Safety Attestation and Telework Agreement forms shall be routed through the chain-of-command to the employee's Chief Deputy Secretary for final approval.
5. If approved, all forms shall then be submitted to the Division or Section's human resources office for inclusion in the employee's personnel file.
6. If the employee changes positions or reporting relationships, any previously approved telework agreement shall be voided and a new request for telework approval shall be submitted in accordance with this section.

**B. Telework Agreement Termination**

1. The termination of previously approved telework agreements shall be communicated in writing by the supervisor to their employee.
2. Upon termination of the telework agreement, all DAC-owned equipment previously assigned to the employee's alternate work location shall be returned by the employee to DAC in working order.

3. Employees may be responsible for the replacement cost for any DAC-owned equipment which is not returned upon termination of the telework agreement.

**VII. EXCEPTIONS**

In accordance with the [DAC-OPM-100 Policy Management](#) directive, exceptions to this policy may be permitted with written approval from the DAC Secretary or designee.

**VIII. REFERENCES**

- A. [NC OSHR Teleworking Program Policy](#)
- B. [North Carolina Public Records Law](#)
- C. [Telework Agreement form](#)
- D. [Alternate Work Location Safety Attestation form](#)
- E. [Organizational Management Action Request \(OMAR\) form](#)
- F. [DAC-OPM-100 Policy Management](#)

## Attachment C

The following table reflects data as of December 31, 2024.

Total DAC Active Employees - 14,169	Telework Details	Telework FT In State	Telework PT In State	Telework PT Out of State	Grand Total
Division/Section		Telework FT In State	Telework PT In State	Telework PT Out of State	Grand Total
ADMINISTRATION		37	181		218
AC ADMIN CHIEF FINANCIAL OFFICER		7	57		64
COMBINED RECORDS			10		10
HUMAN RESOURCES		2	80		82
INTERNAL AUDIT		2			2
POST RELEASE SUPV & PAROLE COMMISSION		1	8		9
VICTIM SUPPORT SERVICES			7		7
WORKFORCE MANAGEMENT		25	19		44
CHIEF OF STAFF		6	36		42
CHIEF OF STAFF			2		2
COMMUNICATIONS			8		8
IAIO		4	15		19
PROFESSIONAL STANDARDS		2	11		13
GENERAL COUNSEL		3	14		17
ADA OFFICE			2		2
GENERAL COUNSEL		2	6		8
INMATE GRIEVANCE RESOLUTION		1	6		7
OPERATIONS		18	81	1	100
COMMUNITY SUPERVISION		2	20		22
CORRECTION ENTERPRISES		2	5		7
INSTITUTIONS		14	55	1	70
OPERATIONS			1		1
REHABILITATIVE AND CORRECTIONAL SERVICES		13	84		97
COMPREHENSIVE HEALTH SERVICES		8	30		38
EDUCATION SERVICES			3		3
REHABILITATION & REENTRY		5	31		36
SUPPORT SERVICES			20		20
SECRETARY'S OFFICE			1		1
SECRETARY'S OFFICE			1		1
<b>Grand Total</b>		<b>77</b>	<b>397</b>	<b>1</b>	<b>475</b>