

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 01-17

Effective Date: 10-01-2020

Revision Date: 10-01-20

Subject: JJS Telework

**I. Policy Statement:**

The Division shall follow [Department Telework Policy 02-20](#) for employees who wish to participate in the State of Utah's *A New Workplace* telework program. Telework arrangements are an electable option, not a universal worker benefit or right per DHRM's telework rule (DHRM Rule 477-8-2). The only exception is under declared emergency telework (see Section IV). JJS management and an employee's direct supervisor reserve the right to terminate or suspend a telework arrangement at any time.

**II. Rationale**

This policy is supplemental to the [DHS Telework Policy 02-20](#) and further defines procedures relating to telework specifically within the Division.

**III. Definitions**

Eligible employee means an employee who is not a direct care staff in a 24-7 facility.

**IV. Procedure**

- A. When possible, all scheduled meetings should accommodate teleworkers, as applicable (e.g. include a google meet or zoom link on the calendar invite, utilize a huddle room or conference room if multiple staff are in the office).
- B. Eligible employees who wish to participate in the telework program shall:
  - 1. discuss participation with their immediate supervisor and APD; and
  - 2. if approved for telework, complete all necessary forms and paperwork identified in [DHS Telework Policy 02-20](#); and
  - 3. vacate their assigned office space.
- C. Employees who have travel required as part of their job must use State Vehicles whenever one is reasonably available. Any transport of youth or client must be done in a state vehicle.
- D. "Free address" workspaces within JJS facilities and offices are designated for the sole use of JJS employees, unless approved by Division Director or designee. The nature of the work within JJS requires that these spaces be maintained for JJS use only due to daily protected information involving youth.

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1. Staff shall confirm with their supervisor as to which free address workspaces they may access. This will ensure consistent scheduling, security and cleaning. All use of free address workspaces must be approved by the direct supervisor and the APD or designee of any facility.
  2. Staff shall clean and sanitize the free address workspace after use, including clearing the workspace of all work and personal items after use.
- E. Appropriate alternate worksites are work environments not in a state building with connectivity, technology, resource access, safety and security where the teleworker can perform their tasks with the same quality as in an office location.
1. Teleworkers shall adhere to [JJS Policy 01-09](#) and dress appropriately for online meetings.
  2. Teleworkers are eligible for up to ninety (90) minutes of exercise time each week based on a signed "Department of Human Services Employee Fitness Agreement" as per [DHS Policy 02-01](#).
  3. Teleworkers are responsible for equipping and furnishing an alternate worksite conducive to a safe work environment. Computer equipment listed in the DHS Alternate Worksite Basic Package (laptop, phone, monitor(s), keyboard and mouse) may be provided by JJS for the teleworker's use at the alternate worksite. Any additional items outside of the Basic Package must be approved by the JJS Deputy Director.
  4. Teleworkers are responsible for maintaining the safety requirements for the alternate worksite and annually conduct and submit their own Alternate Worksite Safety Checklist.
  5. Set up and payment of acceptable internet service at the alternate worksite is the responsibility of the teleworker and shall not be reimbursed by DHS/JJS. Internet service must be of sufficient speed (at least 25 mbps download and 6 mbps upload) to support all work related applications, systems, and devices. The internet connection must be password protected.

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**V. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change and to reflect updates made to the [DHS Telework Policy 02-20](#). This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the Director.



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Brett Peterson, Director  
Division of Juvenile Justice Services

10-1-2020

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Signature Date