



CHERIE BERRY  
COMMISSIONER OF LABOR

OCCUPATIONAL SAFETY AND HEALTH DIVISION  
RALEIGH FIELD OFFICE

## CSHO Work at Home Policy OSH East and West Compliance

The NCDOL-OSH Compliance Bureau recognizes that there may, on occasion, be circumstances when it would be more beneficial or flexible for staff to work at home to complete a particular task/work assignment. It is not possible to offer work at home to all staff in OSH Compliance as the requirements of some jobs will not be suitable for such arrangements under normal circumstances.

One of the primary duties of a district supervisor is to manage the work of Compliance Safety and Health Officers (CSHOs) in their district. If a CSHO is approved to work from home for a day or part of a day the district supervisor is responsible for approving all CSHO work assignments and tracking the performance of the CSHOs in their district. Therefore, a CSHO working on an inspection, investigation, or special project must have an assignment from the district supervisor. Supervisors are also required to approve any work (i.e., inspection, investigation, or special project) that a CSHO performs away from their assigned duty station (field office).

CSHOs who are not currently approved to telework under the NCDOL policy are expected to provide a one (1) workday notification prior to the requested time when seeking approval to work from home for a day or part of a day. However, requests received on the same day will be evaluated by the supervisor on a case-by-case basis and may be granted only if reasonable and the CSHO has the proper equipment (e.g. laptop) and materials to work at home. CSHOs may submit their request in person or electronically, but the district supervisor must acknowledge and approve the request prior to the CSHO working at home. Serious consideration will be given to any such requests and the decision of the district supervisor is final. CSHOs performing work at home without the required prior approval will be required to use vacation leave for the time they claimed to be working at home or could receive disciplinary action.

The CSHO's request must contain the following information:

1. The work to be performed at home must be clearly defined in the request. Upon return to the office, the work accomplished at home must be verified by the district supervisor.
2. Emergency contact information, including a contact phone number.

3. When the CSHO will be using a DOL computer to work at home, the CSHO must acknowledge that the computer will be used in accordance with DOL policies and for work assigned by the district supervisor.
4. When the CSHO will be using a DOL computer to work at home, the CSHO is required to take reasonable care of all equipment, and comply with Policy #5 North Carolina Department of Labor Information Resources and State Equipment Acceptable Use Policy.
5. The CSHO should attest to having internet access at their home.

To ensure proper coverage of the district, a CSHO may utilize the work at home privilege a maximum of five (5) days per month. The intent of the work at home policy is to allow an employee some flexibility. However, CSHOs are expected to be currently performing (at a meets) in their job to be afforded the opportunity to work at home. CSHOs who are on a performance improvement plan or with any active disciplinary action (e.g., written warning) in their personnel file are not eligible to work at home. This requirement will not pertain to personal conduct issues. Work at home during adverse weather conditions is permitted and will not count towards the five (5) days per month.

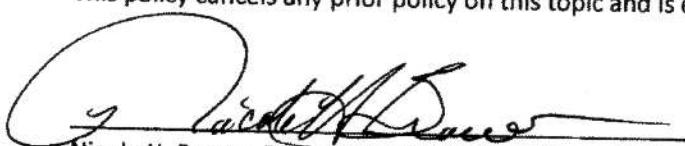
**Exception:** CSHOs who have an active written warning or who are on a performance improvement plan will be allowed to work from home during adverse weather conditions.

Any request for an exception to the five (5) day maximum per month must be approved by the East or West Compliance Bureau Chief (e.g. employee recuperation from surgery if the employee has been medically cleared to return to work, contagious illness, or death of immediate family member).

The work at home policy is a privilege (not a right); therefore Supervisors should consider the following when considering approving a CSHO to work at home.

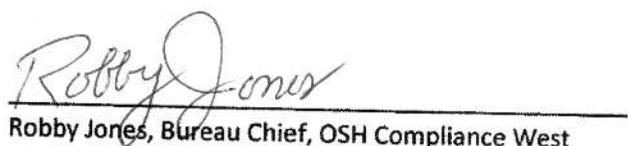
- Is the employee self-motivated and results oriented?
- Has the employee demonstrated that they are able to work independently with minimal supervision?
- Is the district adequately covered in the office for the entire regular business day

This policy cancels any prior policy on this topic and is effective on the date of signature.



Nicole H. Brown, Bureau Chief, OSH Compliance East

3/30/16  
Date



Robby Jones, Bureau Chief, OSH Compliance West

3/30/16  
Date