

Part	Name	Effective Date
424	Telecommuter	May 24, 2005
Authorization *Federal Register, Volume 66, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.5 (16) and §361.52 (S).**		

I. AUTHORITY

34 CFR 361.5(16), 34 CFR 361.48(S), and RSA-TAC-00-02 establishes telecommuting as a viable employment outcome.

II. DEFINITION

A telecommuter is an individual who works for an employer, but actually performs the work at home or an alternate work site on one or more days per week instead of commuting to the main office or place of business. This is known as telecommuting (also called telework). This type of work involves using telecommunications devices/services (i.e. phone, fax machine, internet access) and computers to allow employees to do their work at these alternate locations. Telecommuting will usual require the individual to have access to a computer to perform the required job duties.

Telecommuting is not self-employment. In telecommuting, the individual works for an employer who has agreed to allow the employee to work from home or at an alternate location.

III. PURPOSE

Telecommuting (telework) provides employees with additional flexibility as it allows them to work away from the main place of business. In many instances, this may reduce disability-related barriers to employment.

IV. TELECOMMUTING GUIDELINES

A. Characteristics Required for a Telecommuter

The Consumer should:

1. be organized, highly disciplined, and a conscientious self-starter who requires minimal supervision.
2. be mature and capable of working with little on-site supervision.
3. have consistent, productive, and organized work habits, along with the ability to make independent decisions and access appropriate technological support.
4. demonstrate the ability to maintain productive work habits.

B. Counselor Responsibilities

First there must be an employer who is willing to hire the Consumer as a telecommuter. If an employer hires a Consumer as a telecommuter, the following will apply:

1. The Counselor must work closely with the Consumer and the employer to provide technical assistance and support in assisting with any disability-related issues that might affect the consumer's ability to succeed in employment.
2. Any item(s) purchased by LRS must be required by the Consumer to successfully perform the job duties as a telecommuter.
 - a. The Counselor must first explore Part 410, Comparable Services and Similar Benefits. This should include, at a minimum, meeting with the consumer's employer to negotiate possible cost sharing of the item(s) needed, as the consumer is an employee of the respective business.
 - b. If after exploring comparable services and benefits the Counselor determines that the agency will purchase an item(s) to enable the Consumer to telecommute, such item(s) must be for the sole use of the Consumer and must meet all applicable agency policies and procedures.

C. Web Site Resources on Telecommuting

<http://www.telework.gov>

<http://www.opm.gov/disability>