



Peggy D. Rosser
ACTING COMMISSIONER

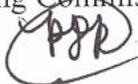
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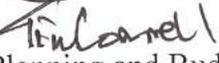
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February 16, 2005

MEMORANDUM

TO: Agency Heads

FROM: Peggy D. Rosser, Acting Commissioner
Georgia Merit System 

Tim Connell, Director 
Governor's Office of Planning and Budget

SUBJECT: Statewide Policy on Teleworking

The Statewide Policy on Teleworking has been revised and expanded through input from a policy team, which included representatives from six member agencies of the Work Away Advisory Committee, as well as guidance from the Law Department. The Policy and accompanying documents (attached) were revised to ensure a framework of consistent policy and practice across all state agencies and entities. The Policy is designed to help agencies and employees understand the teleworking environment and their associated responsibilities. While it does not attempt to address all of the special conditions and needs of agencies, the Policy does give agencies greater latitude in the business use of technology and equipment for teleworkers.

State government is aware of the benefits and challenges that accompany telework. Therefore, a uniform approach to telework application and activities is necessary for success. Please insure that your agency telework coordinator and your teleworking employees are provided a copy of the revised policy.

If you require further information, please contact Dorothy Gordon, State Telework Coordinator, at (404) 463-6723 or by e-mail at workaway@gms.state.ga.us.

PDR:TC:dgl

Attachments

cc: Personnel Directors
Work Away Advisory Committee
Agency Coordinators