

EFFECTIVE

April 1, 2018.

Subject(s)**APR-261, Alternative Work Schedules, Voluntary Work Schedule, Adjustment Program and Telecommuting**

The Michigan Department of Health and Human Services (MDHHS) Office of Human Resources (OHR) has updated APR-261 to clarify the difference between an employee who has a work-from-home assignment, an employee who has a telecommuting agreement, and employees who are considered mobile workers.

- A telecommuting agreement allows an employee who normally reports to an official work location to work off-site one day a week. This is in accordance with Office of State Employer's policy on Telecommuting, which can be found on the Office of the State Employer website.
- Some employees have a work-from-home assignment. They normally work from home every day. However, they may need to come to the office for required meetings. Employees who have a work-from-home assignment are not considered to be telecommuting.
- Mobile workers, such as services specialists, work in the field as part of their normal assignment. Mobile workers are not considered to be telecommuting.

CONTACT

For more information contact the Office of Human Resources at 517-373-8873.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APR 261](#)