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IDOH Remote Work Procedures

Purpose

To provide remote work procedure guidelines for Indiana Department of Health (IDOH) state employees that align with the spirit and intent of the statewide [Remote Work policy](#). These guidelines do not supersede the Remote Work policy. Noncompliance of the policy and/or the IDOH procedures outlined here-in may be subject to discipline, up to and including dismissal.

Procedures and Responsibilities

Remote work is any work performed by employees whose assigned workstation is their home address for operations accomplished without an assigned office location (i.e. field staff) or employees who need limited flexibility to work from a location other than their assigned work location (i.e. ad hoc/situational).

Ad Hoc/Situational Remote Work: Employees assigned to an IDOH central office (2N Meridian, CDHHE, Labs, Shadeland, Warehouse) who are demonstrating satisfactory performance of their job functions may request limited and irregular remote work due to unusual or nonrecurring circumstances.

Recognizing the importance of irregular flexibility, supervisors may occasionally approve remote work for up to 7.5 hours for an employee within a pay period. Anything beyond 7.5 hours in a pay period requires approval from the deputy commissioner or assistant commissioner. No remote work may be performed without prior approval from the appropriate party.

Supervisors should communicate their preferred request method (i.e. email, text, Teams, etc.) and timeline (i.e. by the end of the previous workday, one hour prior to start of shift, etc.) for employees to follow. Requests must include the day(s) and time(s) of proposed remote work as well as a brief summary of need (i.e. home repair appointment).

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.



To preserve personal health information, medical remote work requests longer than 7.5 hours should start with [Human Resources](#) who will provide the appropriate next steps to follow upon review.

Field Staff: Per the [Remote Work policy](#), field staff are considered fully remote workers. These individuals are designated as "Employee's Home Address" as their work location within PeopleSoft HR.

IDOH further defines field staff as state employees whose roles require work that is:

- at least 51% performed outside of an IDOH central office (2N Meridian, CDHHE, Labs, Shadeland, Warehouse) and at other work sites conducting meetings, site visits, inspections, audits, surveys, or similar activities and related report writing, or
- within an assigned region or geographic areas of the state specifically to support the work of our external partners (local health departments, schools, hospitals, etc.) where there is a benefit and business need to conduct work in-person rather than virtually. This role requires availability to travel as needed and must be working in the field or actively visiting an external partner's worksite on average 2 days per week.

All other staff whose roles require irregular travel should work from an IDOH central office and must follow the IDOH Travel Policy and any associated INSPD policies. Division Directors are responsible for ensuring adherence to these criteria. With senior leadership approval, individuals in designated field-based roles on 7/1/25 that do not meet these criteria may be grandfathered in; however, if/when those individuals leave IDOH employment, their replacement will need to meet the above requirements or must work at an IDOH central office location.

Requests for location changes must be submitted by the division director and approved by the assigned deputy or assistant commissioner. Agency Head and Cabinet Secretary approval may also be required. Approvals must be sent to Human Resources for processing. These requests should detail how the role meets the IDOH definition above and shall not be approved simply to allow employees to work fully remote.