

# WORK FROM HOME INCENTIVE POLICY



## OVERVIEW

The Kansas Department of Commerce has received approval to include employees who work from home in our incentive programs. In addition to employees who work at the Kansas business facility, we can now include a remote workforce. For these individuals to qualify, they must pay withholdings to the state of Kansas, appear on the Kansas Department of Labor reports and receive his or her direction from the project facility located in Kansas. In addition, employees must also meet all other program related requirements.

### **Requirements for qualifying a company's remote workforce:**

- The benefiting employee must pay withholdings to the state of Kansas and appear on the Kansas Department of Labor K CNS 100 reports.
- A minimum of 20 hours a week and at least 50 percent of the employee's income must be tied to work completed on behalf of the project facility in Kansas.
- The benefiting employee must receive their direction from the project facility located in Kansas.
- Employee must be listed on the project facility's payroll.
- The benefiting employee must be a permanent full-time or part-time employee of the company; (temporary or seasonal employees are not eligible).
- The benefiting employee must be offered adequate health coverage with 50% of the premium covered by the company;
- The benefiting employee's wage must be at or above the wage requirements for each applicable incentive program for the county the company's Kansas facility is located in; and
- The facility must be solely leased or owned by the company or a related entity, a qualified worksite does not include a shared or co-working type office space.

### **Remote Work Types/Definitions:**

- Flex worker: An employee who works at the Kansas project facility a few days a week and works from home on the other days.
- Full-time permanent remote or mobile worker: An employee who works from home and only reports to the Kansas project facility as needed.

*\*\*Many factors can affect the eligibility of a remote worker under our programs. The Kansas Department of Commerce makes no guarantee's in terms of a company's ability to realize benefits as it applies to remote workers. Our agency recommends companies have direct communication with our team so we can offer our assistance and guidance in this matter.*