

SECTION D

Revised
7/25/2018

D-14 TELECOMMUTING

Purpose: To establish telecommuting as an alternative work arrangement for eligible County employees whose job duties are conducive to telecommuting. To define the County of Lancaster's telecommuting program and rules under which it will operate.

Scope: This policy applies to teleworking eligible full-time and part-time positions. Not all County positions are eligible for a telecommuting arrangement; therefore, no employee is permitted to work in a telecommuting capacity without prior approval from their department head or elected official. Participation is not an entitlement or benefit. Telecommuting does not change the terms or conditions of employment with the County of Lancaster. Note - separate provisions are included in this policy for those employees whose job descriptions include regular travel, such as, but not limited to, caseworkers.

Definitions

Telecommuting: A work arrangement in which the County permits employees to perform their usual job duties away from their County office location. Telecommuting can be done on a full-time or part-time basis.

Official Work Area: The specific area of an employee's home or approved alternate location that is determined to be his/her work area or office when not working at County office locations.

Determination of Eligibility

The County and the employee must both agree to participation in a teleworking arrangement. Department heads and/or elected officials will consider both eligibility guidelines and the needs of the office in deciding whether a telecommuting arrangement will work for the identified position or employee. Employees who participate in other flexible work arrangements or alternative work schedules may be eligible for telecommuting. The employee being considered for telecommuting must possess demonstrated professional characteristics that are well-suited for telecommuting as noted below.

To be eligible, the employee must:

- Be employed with the County for at least 6 months
- Have demonstrated dependability and the ability to handle responsibility independently
- Possess a proven record of high personal motivation and work output
- can prioritize work assignments independently
- Have effective and proven time management skills
- Have a satisfactory performance evaluation record
- Not be on a Performance Improvement Plan
- Have no documented corrective actions within the last 12 months
- Complete a [Telecommuting Request Form](#)

The work that will be performed while telecommuting must:

- Be portable, i.e., it must be work that the employee can complete at an alternate location outside of the employee's County work location
- Generate work products that can be measured and/or evaluated for quantity and quality
- Not require close supervision or frequent guidance from a supervisor
- Rely on connectivity that is available (or can reasonably be made available) at the official work area or require no connectivity

The County will determine eligibility based on review of the established criteria and review the cost, if any that may be required to implement a telecommuting arrangement.

Official Work Area Location

The employee is required to designate an official work area in his/her home or alternate location. The official work area must be suitable for the performance of County business. Employees are expected to perform their telecommuting work in their designated work area during the designated work hours.

Due to the County's responsibility to the employee and the employee's responsibility to the County, the County reserves the right to inspect the employee's official work area during the employee's typical work hours. This means that all County related business, including the taking of phone calls, etc., should be occurring in the designated working area.

The County is not responsible for any operating costs associated with the employee's use of his/her personal residence or alternate location as their official work area. Additionally, there may be tax implications for employees that use their home for telecommuting. Please consult with your tax advisor regarding IRS rules and allowable deductions.

Any equipment or supplies provided by the County are for official County business use only and as such are governed by all policies regarding office equipment, internet and e-mail use. The equipment and supplies provided should not be used for personal business. County equipment issued for telecommuting may not be used by other than the employee issued the equipment. Employees are expected to care for and protect all County-issued equipment and resources.

Supervisors will determine what materials (i.e., files, documents) are necessary for the employee to have access to while telecommuting. Only those materials that are determined necessary, and approved by supervisors, may be removed from County property. Employees must ensure the safety of confidential information and report immediately to their supervisor any breach of confidential information that may have, or in fact occurred.

The employee and supervisor will determine specific job assignments, goals and due dates. The employee must report progress and status updates to their supervisor on a schedule designated by the supervisor.

The employee must immediately report to their supervisor or the Office of Human Resources any injury that occurs while telecommuting. Workers' Compensation and all other County of Lancaster policy and procedures must be followed while telecommuting.

Termination or Change in Telecommuting Arrangement

Participation in a telecommuting arrangement may be changed or terminated at any time. Reasons for terminating or changing an arrangement may include the following:

- Change in policy by the Board of Commissioners
- Change in department's operational needs
- Change in employee's job description
- Employee is promoted, transferred or moved to a position not eligible for telecommuting
- Negative impact of telecommuting on employee or department performance
- Change in personal situation of the telecommuting employee
- At the employee's request
- At the discretion of the department head/elected official

Determining Telecommuting Work Schedule

The work schedule at the official work area must be documented and agreed to by the County and the employee. Management has the authority to require a work schedule that meets the needs of the department. The schedule may be modified or amended as needed with notice from the employee or supervisor. Any employee-requested changes will require department head/elected official approval.

The employee must be accessible during the established work hours to their supervisors, co-workers, County departments that the employee works with, outside agencies, and customers via telephone, e-mail, facsimile or any other method of communication specified. Unplanned periods of unavailability must be reported/requested to their supervisor following department policy. When necessary, the employee must report to the County office work location even when the time needed is during the telecommuting schedule. During regular business hours, employees therefore must always be dressed appropriately for the office even when working away from the office. Delayed arrival to the office due to personal care (i.e., showers/dressing/child, elder, or pet care needs) will not be tolerated. Employees who are approved to telecommute shall not be paid for mileage or parking when their supervisor directs that they must report to the County offices for partial or a full workday.

The County of Lancaster follows all state and federal guidelines related to proper pay. Therefore, non-exempt employees must report to their supervisors/payroll clerks per office procedure all hours actually worked for the work week. Overtime shall be paid when applicable. Per County Policy B-1 Compensation, overtime must be pre-approved by the employee's supervisor. Any misrepresentation or overstatement of time during the telecommuting arrangement will be investigated. Employees found in violation of the policy will be subject to disciplinary action up to and including termination of employment.

Managing Work and Family Issues

Dependent care arrangements should not change substantially due to telecommuting. Children or dependent adults who are in care situations should remain in those situations. Older children or independent adults may be in the home during telecommuting hours if it has been identified as the official work area if they can manage their own activities and do not disrupt the employee from performing their County work.

COUNTY OF LANCASTER TELECOMMUTING APPLICATION & AGREEMENT

Telecommuting is a work arrangement in which the employer permits an employee to perform their usual job duties away from their typical work location. Telecommuting may be arranged on a full-time or part-time basis dependent on operational needs of the department, nature of the work performed, and productivity results.

While a telecommuting arrangement may be approved on a temporary, part-time, or full-time basis, the County of Lancaster reserves the right to discontinue any telecommuting arrangement at any time for any reason.

Employee shall complete Sections 1 and 2 and submit to their supervisor.

1) Request:

Employee Name:

Application Date:

Department:

Date of Hire:

Telecommuting Request:

Temporary

Continuous

Temporary Request Time Period:

From

To

Specific Schedule Request:

Reason for Request:

Designated Official Work Location (include address and space within the listed address where work will be performed):

Alternate work location (include address and space within the listed address where work will be performed):

Describe the work locations and furniture and equipment that shall be utilized:

COUNTY OF LANCASTER TELECOMMUTING APPLICATION & AGREEMENT

2) Acknowledgements (INITIAL EACH BOX)

1. I acknowledge that any approved telecommuting agreement may be terminated at any time by the employee or the employer for any reason
2. I acknowledge that I may be expected to report to my typical County of Lancaster work location or an off-site location while in a telecommuting agreement
3. I acknowledge while telecommuting I must present myself (hygiene and dress) as if reporting for work at my typical County of Lancaster worksite
4. I agree to report any work place injuries and/or illnesses immediately to my supervisor or in the absence of the immediate supervisor next in the chain-of-command until I am successful in reaching someone
5. I confirm there is no known safety hazards in the work places cited as my telecommuting work place and alternative work place
6. I agree that while I am on-duty and performing work for the County of Lancaster I shall not be a responsible care taker for children or adults during telecommuting work time unless it is part of my job duties and relates to individuals not personal to me
7. I agree to comply with reporting all actual time worked and all time taken for leaves as outlined in the County of Lancaster Policy and Procedure Manual
8. I agree to report my hours worked each week to my supervisor
9. I agree to comply with the designated break and meal periods while telecommuting
10. I agree that I must follow my departmental approval process to work overtime
11. I agree to comply with all County of Lancaster Policy, Department Policy, and laws pertaining to confidentiality and further agree that if I become aware of a known incident or potential incident where confidentiality was or may have been compromised I must contact my supervisor or next in the chain-of-command immediately
12. I agree to comply with all other County of Lancaster policies, departmental policies, local, state, and federal law, and guidelines
13. I agree to use properly and protect any and all equipment and supplies in my care while telecommuting and agree that should my telecommuting arrangement end I will return all equipment and supplies owed to the County of Lancaster further, the County of Lancaster is not responsible for any operating costs incurred to telecommute such as but not limited to: internet access, cable, phone, etc.

COUNTY OF LANCASTER TELECOMMUTING APPLICATION & AGREEMENT

14. I agree any equipment I utilize that is not owned by the County of Lancaster is my own responsibility and I am responsible for all expenses related to repairs and/or replacement of said equipment
15. I agree that my approved telecommuting workplace(s) may be subject to County of Lancaster inspection at any time
16. I agree to report immediately to my supervisor any changes with my personal circumstances, work location or work space, or ability to comply with all terms of the telecommuting agreement

Date:

Submit to Supervisor

3) Status

Denied

Specific days of the week for telecommuting:

Specific hours of the day for telecommuting:

Length of meal period while telecommuting:

Date telecommuting agreement effective:

Date telecommuting agreement terminates:

New equipment assigned for telecommuting:

Employee provided a signed copy of the Telecommuting Agreement: YES

Date:

Date:

Date:

Please forward the completed agreement to Human Resources for the employee file.

Alternative schedules may be developed for non-exempt employees if hours worked in the seven-day work week do not exceed forty (40) hours. Exempt employees are expected to be available for work as necessary and must average forty (40) hours of work per week. Employees participating in a compressed work week schedule must complete a written agreement, a copy of which should be included in the employee's official personnel file, signed by both supervisor and employee. The document should include under what terms and with what notice the flex-time arrangement will be terminated by either party.

7603 Remote Working

Remote work is a working style that allows professionals to work outside of a traditional office environment. Remote working differs from teleworking in that it occurs on a non-routine or infrequent basis.

Before informing an employee with a known disability that a requested remote work location cannot be accommodated, the supervisor or manager must consult with Human Resources and the County Attorney's Office to ensure the denial follows the provisions of the American with Disabilities Act.

7604 Teleworking

Upon approval of the Department Head and the Human Resources Director, eligible County employees in certain classifications may be permitted or required to perform approved County work functions from locations other than official and traditional government office locations on a regular or recurring basis.

The Wake County's teleworking program is designed as a work alternative that the County may offer to some employees when it would benefit both the employee and the organization. Teleworking is not a right or entitlement, but an alternative work arrangement intended to enhance productivity, creativity, employee satisfaction, and/or reduce operation costs. A teleworking arrangement could include working in an alternate location exclusively or a combination of an alternate location and conventional office. Some positions, by the nature of their expectations and responsibilities, lend themselves to the possibility of teleworking; others do not. In all cases, the needs of the County and service to the external and internal customers take precedence in decisions about teleworking. Teleworking does not change the basic terms and conditions of employment with the County and employees are subject to all County policies that apply when working at a County facility.

This policy covers the employee's and the County's obligations when the employee works at an alternate location, including the employee's home.

Employees participating in the Teleworking Program must complete a formal teleworking agreement that is approved by the Department Head. Departments may use the sample telework agreement found in Appendix 7000-A or use their own if the same information is captured. See Appendix 7000-A Telework Agreement.

The employee or the County may terminate the agreement at any time for any reason with a two-week notice. Department Heads have the authority to approve individual teleworking arrangements consistent with the County guidelines as outlined below:

Position Criteria: Teleworking is not appropriate for every position, and Department Heads should consider the following criteria when approving a teleworking arrangement:

- Exempt positions according to FLSA guidelines are eligible. Non-exempt positions require approval of the Human Resources due to potential overtime liability;
- Position should function independently;
- Position should require limited face-to-face customer contact in the office setting;
- Work is technology/information driven rather than customer oriented;
- Position has a well-developed work plan with clear objectives and appropriate measurement criteria to insure good accountability;
- Information security is addressed, and any specialized reference materials are available without additional costs to the County; and
- Needs of customers and co-workers can be met from alternative locations.

Employee Criteria: Teleworking is not suitable for every employee, and Department Heads should consider the following criteria when approving a teleworking arrangement:

- Employee has thorough knowledge of the job and supervisor's expectations;
- Employee is a good performer as demonstrated by appropriate performance reviews and no disciplinary actions within the past two years;
- Employee has a positive attitude and work ethic;
- Employee has good computer skills and can operate computers, software systems, and related equipment effectively and independently;
- Employee can work productively with limited supervision;
- Employee is well-organized and has effective time management skills;
- Employee is self-motivated and results-oriented; and
- Employee requires limited supervision.

Management Criteria: Teleworking can present some management challenges as managing remote employees requires skills in communications and accountability. The employee and the manager must be committed to making the teleworking arrangement successful. The following management criteria should be considered when approving a teleworking arrangement:

- Manager encourages good communication and feedback among all employees;
- Manager is comfortable managing by results rather than observation;
- Manager and employee have a developed results-oriented work plan that allows independent performance and accountability;
- Manager is an effective problem-solver and facilitator;
- Manager is supportive of teleworking as a concept; and
- There is a high level of trust and good working relationship between the manager and the employee.

Employees who participate in teleworking are required to maintain the same standards of confidentiality for County records and information as if they were working in County office space. The responsibility for maintaining confidentiality applies to all types of records including paper, electronic or other media. Failure to maintain confidentiality will result in disciplinary action up to and including dismissal.

There are several types of teleworking arrangements available depending on the frequency of the days scheduled to work at home. The employee and the manager will determine the appropriate level for the position based upon business need and recommend that level to the Department Head for approval. Departments should consider regularly scheduled meetings and other business needs when approving teleworking schedules.

Categories of Teleworking

A. Occasional Teleworking – One day or less per week

Occasional teleworkers spend most of the week in a County provided work space but may work one day or less in an alternate location. Occasional teleworkers may periodically work full- time at an alternate location to complete a special assignment.

B. Part-time Teleworking – Two to four days per week

Part-time teleworkers work two to four days per week in an alternate location.

C. Full-time Teleworking – Four or more days per week

Full-time teleworkers work four or more days per week in an alternate location, such as a home office, mobile office, etc. This schedule may include field- based employees who complete administrative assignments at home. Specific hours and days of the week must be defined and approved through a formal teleworking agreement.

Teleworking Provisions

Teleworkers may forfeit their assigned office space and may share space with another employee. Department Heads or their designees will determine how shared spaces will be

utilized. If the teleworking agreement is modified or cancelled, the Department Head is responsible for identifying office space. It is strongly recommended that an employee begin teleworking on an occasional or part-time basis prior to a full-time teleworking schedule. All employees who telework must adhere to all County policies and procedures including those pertaining to technology. Any computer hardware or software purchased by Wake County is the property of Wake County. All County-owned computer equipment and software will be returned to the department if the telework arrangement is terminated or if the employee separates employment.

Since the home office is an extension of County work space during the hours and days established in the teleworking agreement, any on-the-job accidents or injuries will be covered under the County's Workers' Compensation Program, provided that such accidents or injuries arise out of the employment and are within the course and scope of employment and occur during the specified teleworking schedule. Teleworkers must report any accidents or injuries immediately to their supervisor as if they were working in their normal office environment. Worker's Compensation claims are subject to review and investigation by Risk Management and the Workers' Compensation Third-Party Administrator. Business visits, meetings with customers or regularly scheduled meetings with co-workers will not be held at the home. Normal business expenses that are usually reimbursed by the County will be handled similarly for teleworkers. Teleworkers are expected to obtain office supplies when they are on-site at their regular County office. Work-related long-distance calls charged to the teleworker's home telephone will be reimbursed following normal reimbursement procedures. Local internet service provider charges will be the responsibility of the Teleworker. Other business expenses must be submitted and approved using the normal reimbursement process established by the teleworker's department and the County Finance Department.

Teleworking is not a substitute for dependent care. Teleworkers will not act as the primary caregiver for dependents during scheduled work hours. Employees working at home will manage dependent care and other personal responsibilities in a manner that allows them to successfully meet job responsibilities.

A teleworking employee may sometimes, but not always, be affected by an emergency requiring the regular County office to close. For example, when the County Manager releases County employees early or opens late, the teleworking employee would be expected to follow their normal work schedule if working at home. Widespread community emergencies, such as a hurricane or tornado, may affect both the teleworking employee as well as employees working at a County office location. If an emergency such as loss of power affects the teleworker's home office for a major portion of the day, the employee may be required to report to a County office or take vacation leave.



COUNTY OF NEVADA TELEWORK POLICY

Telework is defined as an arrangement allowing an employee to work from a remote site other than their primary work location, such as home. The Nevada County Teleworking program is designed to address a continuity of services for the Nevada County citizens as outlined in the County's Continuity of Operations Plan (COOP). The County Executive Officer or designee can authorize telework for episodic use during a utility disruption, communicable disease outbreak, other health risk, or other approved situations.

Telework in Nevada County is at the sole discretion of the CEO or designee and is not an employee right. The employee must self-disclose proof of a safe work area at home or other location via completed telework agreement. Employees recognize that their telework location may be inspected at any time the County requests. Telework is not to be completed until approval via the CEO or designee.

Telework may occur via the following methods:

1. CEO or designee authorizes an employee to telework.
2. Senior Executives receive authorization from CEO allowing staff to telework.

Conditions:

1. When authorized, the employee must sign an agreement that they agree to work the approved alternate schedule (if applicable) and at the alternate location and follow all applicable work-related policies and procedures.
2. Employees recognize that by working at an alternate location, this does not change the employee's classification or rate of pay. Employees also agree that they will only log hours in which they conduct County business and their normal work hours are not typically altered by this agreement.
3. Employees recognize that they must have approval to work overtime if applicable.
4. Employees agree to safeguard any County equipment and to use the equipment only for official County business.
5. Employees, upon approval of a request for Telework, agree that the County will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternate work location.

6. Employees, upon the approval to Telework, agree to provide a work area adequate for performance of official duties (see checklist).
7. Employees agree to safeguard the County records from disclosure or access by unauthorized individuals and will comply with all confidentiality and privacy laws, rules, regulations, and policies applicable to their position and the handling of the records and information related thereto.
8. Employees agree they shall not bring clients, customers, vendors or other persons into his/her home to conduct County business.
9. Employees agree that teleworking authorized pursuant to this Policy does not entitle them to telework at will. Employees will return to their normal assignment location upon completion of the approved telework assignment.
10. Nothing in this policy precludes the County from taking any appropriate disciplinary action or adverse action against an employee who fails to comply with Personnel Code Section 18 or their applicable MOU.
11. Eligibility for telework lies solely at the discretion of the CEO or designee.
12. An employee must be available and accessible by phone and email during their agreed upon telework schedule.
13. Employees must adhere to all County and departmental rules and policies.
14. No expense reimbursement will be provided to employees while on a telework assignment working from home.
15. Prior to and continuously throughout a telework assignment, an employee must maintain a safe and ergonomically sound workspace environment.
16. The work environment shall be conducive to working in an office setting, with personal disruptions kept to a minimum.

COUNTY OF NEVADA

EMPLOYEE TELEWORK AGREEMENT



1. The CEO or Designee has authorized _____ (employee name), to engage in a telework agreement.
2. This telework arrangement between _____ (employee name), and the County shall be effective _____ (start date) through _____ (end date) unless earlier terminated by the employee or the County.
3. The Department Head has affirmatively determined the employee meets the eligibility criteria to participate in a telework program.
4. Telework schedule: The employee has been notified of their allowable telework schedule. Telework days are generally pre-scheduled and will not be substituted without advance approval of the supervisor/manager. Use of sick leave on a scheduled telework day must be reported to the supervisor/manager prior to the employee's scheduled hours, or as soon as possible after it is determined sick leave is needed. Use of vacation, floating holiday and other leaves must be approved in writing, in advance, by the supervisor/manager.
5. The employee will perform the following work at the telecommuting site (add pages as necessary):

6. Reports on telecommuting work assignments shall be provided to the employee's supervisor in the following manner and frequency:

7. County Equipment: in addition to expendable office supplies provided by the County, the following County equipment and/or services shall be provided to the employee for use in telework:

Equipment

Brand Name

Serial Number

Employee agrees to use reasonable care while operating County equipment, to protect the equipment; and to return equipment to the supervisor/manager if employee discontinues telework. County equipment may only be used for County purposes, and shall not be used by, or accessible to, any other individuals. Negligent or willful damage or failure to return County property may lead to disciplinary action and recovery for the value of the equipment.

8. Expenses and reimbursements: No teleworking related expenses or reimbursements shall be made to employees. The County will not purchase equipment for in-home telework.
9. Employee agrees to report any occupational injury or illness to his/her supervisor/manager immediately and complete all necessary and/or County requested documents regarding the injury.
10. Employee will be available by phone and e-mail during County office hours. Employee will check voicemail and e-mail messages often while teleworking and will return to the worksite in the event teleworking becomes impracticable or if the employee is informed, he or she needs to return to the physical worksite.
11. Employee will comply with the County Personnel Code and all other County policies, including but not limited to the Technology Use Policy. Employee shall have no expectation of privacy when using County systems or technology.
12. Employee will adhere to the security and confidentiality policies of the Department and the County, and protect County assets, information and information systems at the remote work location.
13. Employee will telework from the following designated workplace: _____
(describe)
14. Employee certifies by initial the following:
 - _____ Workplace is away from noise, distractions, and is devoted to your work needs
 - _____ Workspace accommodates workstation, equipment, and related material
 - _____ Floors are clear and free from hazards,
 - _____ File drawers are not top-heavy and do not open into walkways
 - _____ Phone lines and electrical cords are secure under a desk or along wall, and away from heat sources
 - _____ Temperature, ventilation, and lighting are adequate
 - _____ All stairs with four or more steps are equipped with handrails
 - _____ Carpets are well secured to the floor and free of frayed or worn seams
 - _____ There is a working smoke detector in the workspace area
 - _____ A home multi-use fire extinguisher, which you know how to use, is readily available
 - _____ Walkways aisles, and doorways are unobstructed
 - _____ Workspace is kept free of trash, clutter, and flammable liquids

- _____ All radiators and portable heaters are located away from flammable items
- _____ You have an evacuation plan, so you know what to do in the event of a fire
- _____ Sufficient electrical outlets are accessible
- _____ Computer equipment is connected to a surge protector
- _____ Electrical system is adequate for office equipment
- _____ All electrical plugs, cords, outlets, and panels are in good condition; no exposed/damage wiring
- _____ Equipment is placed close to electrical outlets
- _____ Extension cords and power strips are not daisy chained and no permanent extension cord is in use
- _____ Equipment is turned off when not in use
- _____ Chair caster(wheels) are secure and the rungs and legs of the chair are sturdy
- _____ Chair is adjustable
- _____ Your back is adequately supported by a backrest
- _____ Your feet are on the floor or adequately supported by a footrest
- _____ You have enough leg room at your desk
- _____ There is sufficient light for reading
- _____ The computer screen is free from noticeable glare
- _____ The top of the screen is at eye level
- _____ There is space to rest the arms while not keying

*Any waiver of the above requirements must be authorized by the Risk Manager in writing.

CERTIFICATION

I understand that telework is an arrangement between me and the County and is not an entitlement or employee benefit. I understand this agreement may be terminated for any reason, at any time, by any party, with or without cause. I certify that I have read this Telework Policy and this Telework Agreement, that I understand their contents, and that I will abide by the terms.

Employee Signature

Date

CEO or Designee Signature

Date

COUNTY OF GREENE

TELECOMMUTING APPLICATION AND AGREEMENT

Telecommuting is a work agreement in which the employer permits an employee to perform their usual job duties away from their typical work location. Telecommuting may be arranged on a full-time and part-time basis dependent on operational needs of the department, nature of the work performed, and productively results.

While a telecommuting arrangement may be approved on a temporary, part-time, or full-time basis, the County of Greene reserves the right to discontinue any telecommuting arrangement at any time for any reason.

Employee shall complete Sections 1 and 2 and submit it to their supervisor.

1.) Request:

Employee Name: _____ Application date: _____

Department: _____ Date of Hire: _____

Reason for Request: _____

Designated Official Work Location (include address and space within the listed address where work will be performed:

*** Employees are required to log in using the global VPN instructions in order to maintain confidentiality, have access to Kronos and their County email. ***

2.) Acknowledgements (Initial Each Box)

- 1.) I acknowledge that any approved telecommuting agreement may be terminated at any time by the employee or the employer for any reason. _____
- 2.) I acknowledge that I may be expected to report to my typical County of Greene work location or any off-site location while in a telecommuting agreement. _____
- 3.) I agree to report any work place injuries and/ or illnesses immediately to my supervisor or in the absence of the immediate supervisor next in the chain-of-command until I am in reaching someone. _____
- 4.) I agree to clock in and out using the KRONOS time and attendance system. _____
- 5.) I agree to comply with the designated break and meal periods while telecommuting. _____
- 6.) I agree that I must follow my departmental approval process to work overtime. _____
- 7.) I agree to comply with all County of Greene policy, Department Policy, and laws pertaining to confidentiality and further agree that I become aware of a known incident or potential incident where confidentiality was or may have been compromised, I must contact my supervisor or next in the chain-of-command immediately. _____
- 8.) I agree to comply with all the County of Greene policies, department policies, local state, and federal laws, and guidelines. _____
- 9.) I agree to properly and protect any and all equipment and supplies in my care while telecommuting and agree that should my telecommuting arrangement end I will return all equipment and supplies owed to the County of Greene; further, the County of Greene is not responsible for any operating cost incurred to telecommute such as but not limited to; internet access, cable, phone, etc. _____
- 10.) I agree any equipment I utilize that is not owned by the County of Greene is my own responsibility and I am responsible for all expenses related to repairs and/ or replacement of said equipment and maintaining client privacy. _____
- 11.) I agree to report immediately to my supervisor any changes with my personal circumstances, work location or work space, or ability to comply with all the terms of the telecommuting agreement. _____
- 12.) Employees will email their direct supervisors, on a daily basis, a summary of work completed. _____

13.) It is important to know; employees are expected to work their normal shifts. If unable to fulfill normal daily work hours, employees must submit paid/unpaid time off...
Employees MUST USE paid time first. _____

*******PLEASE KNOW THEFT OF TIME AND FRAUDULENT DOCUMENTATION ARE
TERMINATED OFFENSES. EMPLOYEES MUST HONESTLY AND ACCURATELY
DOCUMENT WORK HOURS PERFORMED. *******

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Human Resources: _____ Date: _____

Westchester County Temporary Telework Agreement

Employee Name: _____

Job Title: _____

Department: _____

Supervisor's Name: _____

Participation in the Westchester County Temporary Telework Program is subject to the written approval of the Commissioner of the employee's department. Both the supervisor and the employee agree to the duties, obligations, responsibilities and conditions for teleworkers described below.

The employee agrees to be responsible for establishing telework hours with their supervisor, to furnish and maintain a remote workspace in a safe manner, and employ appropriate telework security measures to protect county assets, information, confidential documents and systems.

Participation in the Telework Program is not an employee benefit intended to be available to all County employees.

1). Remote Work Location:

Address: _____

Phone Number: _____

(The employee agrees to be reachable by telephone at this number and that this number can be shared with co-workers and departmental contacts. If the employee chooses not to provide their home phone number, they *must* forward all calls from their work telephone to their home telephone on telework days, or make alternate arrangements with their supervisor.)

Description of communication equipment at the remote work location (check all that apply):

Smart Phone___Voice mail___Call forwarding___Printer___Fax___

Other (describe) _____

2). Telework Schedule:

Work schedules can parallel those in the office or be structured to meet the needs of participating employees and their supervisors, however, the agreed upon schedule must comply with legal requirements and County policy for time and attendance. Changes in telework schedules may be made at a manager's discretion to meet management needs or to accommodate an employee's request.

Telework days (circle): Mon Tues Wed Thurs Fri Variable

Telework hours:

- The total number of work hours are not typically expected to change during participation in the Telework Program, and the employee will be responsible for documenting hours worked on telework days and providing this information to their supervisor.
- The teleworker agrees to come into the departmental office on a regularly scheduled Telework day when necessary and may schedule an alternate telework day with their supervisor, if needed.

3). County Assets to be used at remote work location (description and ID numbers):

4). County information applications or systems to be accessed from remote work location:

This Telework agreement is expected to be short term, and Westchester County will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Westchester County may require employees to return to regular, in-office work at any time.

By signing the below, I agree to the terms of the Temporary Telework Agreement described above and in the attached Terms of Appendix A.

Telework will begin on: _____

Employee signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

Department Head signature: _____

Date: _____

Once approved by the Department Head, Supervisor should send completed copy of this agreement to Human Resources Department, attention of the Telework Eligibility Coordinator

Revised 3/2020

APPENDIX A:**ADDITIONAL TERMS OF TEMPORARY TELEWORK AGREEMENT****Safeguarding Persons and Property**

- ◆ The employee agrees not to use any county equipment for private purposes, nor allow family members or friends access to that equipment. The employee will cooperate with the return of all county equipment and data documents when requested by their supervisor
- ◆ The employee agrees to follow all software licensing provisions agreed to by the County.
- ◆ Any equipment provided by the County through this temporary telework arrangement will remain the property of Westchester County and must be returned on request, if the employee resigns or is terminated, or when the temporary arrangement ends.
- ◆ Westchester County may pursue recovery from the employee for any County-owned property that is deliberately or negligently damaged or destroyed while in the employees' care, custody and control. Employees will be responsible for the repair and/or replacement of any County-owned equipment that is damaged, lost or stolen due to gross negligence.
- ◆ The County is not responsible for private property used, lost or destroyed.
- ◆ The teleworker agrees to maintain the home workspace with appropriate safety considerations.

Information Security

Security of confidential information is of primary concern and importance to Westchester County. Teleworkers, like all County employees, are expected to adhere to all applicable laws, rules, regulations, policies, and procedures regarding information security. The following are basic information security guidelines:

- ◆ Use County information assets only for authorized purposes, and ensure that confidential information is not disclosed to any unauthorized person
- ◆ Back up critical information on a regular basis to ensure the information can be recovered if the primary source is damaged or destroyed
- ◆ Where possible, departments should create electronic records or physical copies of original documents for teleworkers to use in order to avoid possible loss
- ◆ Use passwords on all systems containing confidential information and keep those passwords secure
- ◆ Use the latest virus protection software on telework systems
- ◆ Return materials (paper documents, electronic file storage devices, etc.) containing all confidential information to the County for proper handling or disposal, if necessary

- ♦ Adhere to copyright law by not copying or sharing any County owned software utilized by teleworkers, and when no longer employed by the County, remove all such software from the home computer and return any software media to the County
- ♦ If not working on County-owned equipment, all records should be placed on electronic file storage devices and secured and protected from handling by others. If working on County-owned equipment, ensure equipment and records are secure from family members and others
- ♦ Any official records removed for telework assignment remain the property of the County of Westchester. Additionally, any official record that is generated from telework assignments becomes the property of the County
- ♦ Employees must get written approval from their supervisor prior to taking official records home. This approval will be for a stated period of time. The supervisor is to maintain a log of what record was taken, by whom and date taken
- ♦ Where possible, departments should create electronic records or physical copies of original documents for teleworkers to use in order to avoid possible loss
- ♦ The employee is responsible for the care of each record in their possession at the telework location to ensure that the information is not disclosed to anyone except those who have authorized access to the information in order to perform their duties. Appropriate administrative, technical and physical safeguards must be taken to ensure the safety, security and confidentiality of all records at all times
- ♦ At the conclusion of the approved charge out time, the telework assignment, or upon termination of employment, the employee must return all official records to their supervisor. If the employee needs the record to complete future telework assignments, they must again get written approval from their supervisor, prior to removal of the record from the office. Both the supervisor and the employee are responsible for the record keeping and whereabouts of files at all times
- ♦ When duplicate copies/records/electronic file storage devices are used at telework locations, and are no longer needed by the employee, they must be returned to the supervisor so they can be secured, protected and/or destroyed as needed. In the event that any information should be added to or changed in this duplicate record, it must be added to or changed in the official record. If an employee has a duplicate record at home and there is no longer an administrative need to retain the record, the employee must return the record to their department.

Reimbursement

As a standard, employees are not expected to incur additional Internet service or telephone fees due to Teleworking. If an employee anticipates additional expenses due to the Telework program, the employee must obtain clearance with their department **in advance** of incurring the fees. Employees should not expect to be reimbursed for a regular monthly access fee. Most Internet Service Providers have a flat rate, monthly fee that allows unlimited access. Prior to commencing teleworking, the employee should check with their departmental IT contact to ensure that their internet service is compatible with the county's systems. (AOL and CompuServe might not be compatible). Employees should check with their Internet Service Provider to determine if they have a local access number, and with their telephone company to ensure their plan has a flat rate option for local calls. Otherwise, they may incur significant

monthly telephone charges. As a standard, the County will not be responsible for these charges.

If there is a need to make long-distance or toll telephone calls, the employee must receive approval from the supervisor to make these calls from the home work location. The employee will be required to provide a copy of an itemized telephone bill to the County in order to be reimbursed for these calls.

If there is a bonafide business reason for the employee to need a second phone line or DSL installed at their home work location, arrangements must be coordinated with the Department of Information Technology. The employee, supervisor and department head must agree that this need exists.

Westchester County will maintain and repair County-owned equipment. Equipment needing repair or maintenance should be brought to the appropriate County department.

As a standard, Westchester County will not pay for the following expenses:

- ◆ Local phone charges
- ◆ Internet Service Provider
- ◆ Maintenance or repairs of privately owned equipment
- ◆ Increased utility costs associated with the use of computer equipment or occupation of the home
- ◆ Equipment or supplies (these should be requisitioned through the County)
- ◆ Travel expenses (other than authorized) associated with commuting to the central office
- ◆ Furniture or lighting
- ◆ Construction or renovation to the home office

Employees are advised to contact their insurance agent for information regarding home worksites.

Employees will be responsible for ascertaining if there are any income tax implications of maintaining a home office area. Westchester County will not provide tax guidance or assume any additional tax liabilities. Program participants should consult with a qualified tax professional if there are any questions in this area.

Time and Attendance Issues

Telework employees will be required to record all hours worked in a manner designated by the department. Overtime is hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements. It is the responsibility of the supervisor to regulate

and control the use of overtime and compensatory time. Employees are responsible for requesting, in advance, approval to work in excess of their normal hours of duty, unless they are exempt from the overtime requirements of the FLSA. This is particularly important when employees are working at home without direct supervisory oversight.

Leaves

The policies for requesting annual leave, sick leave, or other absences from duty remain unchanged. Employees are responsible for requesting leave and receiving approval for leave in advance from their supervisor.

Certification and Control of Time and Attendance

Proper monitoring and certification of employee work time is critical to the success of the telework program. Supervisors must report time and attendance to ensure that employees are paid only for work performed and that absences from scheduled tours of duty are accounted for. County policy and procedures governing certification of time and attendance require departments with employees working at remote sites to provide reasonable assurance that they are working when scheduled. Reasonable assurance may include occasional supervisor telephone calls, occasional visits by the supervisor to the employee's alternate work site, and determining the reasonableness of work output for the time spent. Employees working at remote sites are required to document their hours of work.

Administrative Leave, Dismissals, Emergency Closings

Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain unchanged. The ability to conduct work (and the nature of the impediments), whether at home or at the office determines when an employee may be excused from duty.

Fair Labor Standards Act (FLSA)

The existing rules governing overtime as they appear in the Agreement by and between the County of Westchester and the Civil Service Employees Association, Inc., and other collective bargaining agreements, will also apply to telework arrangements. Refer to language in the appropriate contract.

Pay Issues

For pay purposes, the "official duty station" is considered the employee's County work site, and this site serves as the basis for determining differential pay rates. If the work schedule at the "official duty station" entitles the employee to any type of differential pay, they are entitled to continue receiving this additional pay at the alternate duty station, regardless of the actual schedule agreed to with their supervisor. Similarly, if the work schedule at the "official duty station" does not entitle the employee to any type of differential pay, then they are not entitled to receive

differential pay at the alternate duty station, regardless of the actual schedule agreed to with their supervisor.

Teleworkers, just as with in-office employees, must have overtime approved in advance by the employee's department. The overtime provisions of the Fair Labor Standards Act (FLSA) apply to non-exempt employees without regard to the physical location of where the work is performed. State and local laws on hours of work, minimum wage, and related employment and compensation matter may also necessitate strict time accounting.

Liability

The Security of County property at home is as important as it is in the office. Teleworkers are expected to take reasonable precautions to protect the equipment from theft, damage or misuse. You are expected to contact their supervisor if and when the County's equipment is stolen, lost and/or damaged.

The County of Westchester will provide self-insurance coverage for all county-owned Information Technology equipment utilized by the employee that is properly inventoried. Teleworkers that are provided laptop computers increase the county's exposure to theft of expensive equipment and perhaps sensitive information. Theft of laptops from the seats of cars, in airports, hotels and other public facilities is a serious problem. If you are assigned a laptop, please use extreme caution to safeguard it at all times.

In cases of damage and/or theft the teleworker will report this information immediately to their local police department for onsite investigation and to their supervisor, who will notify the Office of Risk Management immediately. The teleworker will also cooperate by allowing the County's Office of Risk Management to investigate and/or inspect the telework site. Reasonable notice of inspection and/or investigation will be given to the teleworker.

Other conditions:

The employee agrees:

- ◆ To promptly notify their supervisor when unable to perform work assignments due to equipment failure, illness, or other circumstances, and to be assigned to another project or location, in event of equipment failure.
- ◆ That all work completed and products created as a result of employment with the County are owned by the County.
- ◆ That use of sick leave, vacation, time off, or other leave credits must be approved *in advance* by the supervisor. Overtime to be worked *must be approved in advance* by the supervisor.
- ◆ That no County business meetings will be held at a home telework location.
- ◆ To perform their assigned duties at the remote work location for the scheduled telework day.
- ◆ To participate in any County sponsored telework training.

- ◆ To participate in any County evaluation of the Telework Program.
- ◆ That participation in the Temporary Telework Program is not to be viewed as a substitute for dependent care, and whenever possible to make arrangements for someone to care for children or other dependents so that the employee is fully able to complete work assignments when teleworking.

Failure to comply with the above provisions may result in charge of leave, loss of pay, termination of participation in the program, or disciplinary action, as warranted, based on the situation.