#### COUNTY OF DAVIDSON ADMINISTRATIVE POLICY AND PROCEDURE

### **TEMPORARY TELEWORKING** Effective Date: March 16, 2020

#### I. Policy Overview

The County's offices have set standard operating hours when they are open to the public. (Generally 8:00 am - 5:00 pm, Monday through Friday.) This policy provides guidelines for work schedules and work to be performed by employees whose position allows for periods of Teleworking during a situation as authorized by the County Manager.

#### II. Purpose

The purpose of the Temporary Teleworking policy is to provide a means to continue necessary County business during a situation as authorized by the County Manager.

#### **III. Temporary Teleworking**

Temporary teleworking options may be available to employees when the department director determines work that should continue to be performed during a situation as authorized by the County Manager. A County laptop must be readily accessible. The supervisor or department director must determine the work to be performed and accomplished during the temporary teleworking situation. Teleworking is not an entitlement for any position and participation in a teleworking arrangement may be ended at any time by the employee or the department director. Before teleworking begins, the IT Department must review and approve the equipment used in the teleworking arrangement.

Any temporary teleworking arrangement should adhere to the following standards:

- All teleworking arrangements are temporary in nature in order to cover the necessary work of the County during an emergency situation;
- The department director will establish the length of the teleworking opportunity;
- The employee must sign a teleworking agreement prior to beginning the teleworking arrangement. The agreement will be maintained in the employee's personnel file and will outline the responsibilities the employee and County have for expectations in accounting for work hours, liabilities and any other special requirements;
- The employee must agree to pay for and use personal internet/phone services as needed for work purposes.

Temporary teleworking arrangements may be allowed for employees on a short-term basis only during situations as authorized by the County Manager.

## County of Davidson Temporary Teleworking Agreement

# 1. By signing this agreement, the employee confirms that s/he has reviewed, understands, and agrees to abide by its terms and County and department policy and provisions, which include but are not limited to those for:

- work hours, accessibility and job performance
- use of and responsibility for County of Davidson owned equipment and resources
- safety and ergonomics
- work related injuries
- confidentiality of information and data
- intellectual property
- revocability of the agreement
- 2. <u>Terms of Work Hours and Compensation</u>. Work hours, compensation and leave scheduling while teleworking must conform to applicable human resource policies. The employee's supervisor must approve requests to work overtime or use accrued leave in the same manner as when the employee works at the regular County of Davidson worksite. Hours of the schedule should follow core business hours of the County.
- 3. <u>Commitment & Reversibility</u>. This telework arrangement is temporary and will end upon notification by the employer. Continuation of the agreement is subject to review for the business and productivity effectiveness of the arrangement and may be revoked at the option of the supervisor at any time.
- 4. <u>Telework Assignment, Accountability and Performance Measurement.</u> The employee agrees to stay current on department and work group events and to facilitate communication with customers and co-workers who may need to interact with the employee while teleworking. The employee also agrees to keep the supervisor informed of progress on assignments worked on at the alternate worksite and any problems encountered while teleworking. The employee agrees to structure his or her time to ensure attendance at required meetings as designated by the supervisor. The supervisor agrees to facilitate communication within the department.
- 5. Equipment and Supplies.

County of Davidson resources may only be used for County of Davidson business. The employee is responsible for ensuring that all items are properly used and taken care of.

The employee agrees to protect County owned resources from theft, damage, or misuse. This includes maintaining data security and record confidentiality to the same standard as when working onsite. The employee will comply with all IT Policy regarding equipment and use. Equipment maintenance and support must be completed, regularly scheduled and brought to the County of Davidson (IT) to ensure data security and integrity. All County of Davidson resources will be inventoried and accounted for while on or offsite, if internet for the teleworker is down at the alternate worksite or a connection is not available, the user must address downtime with supervisor or come into the office during business hours for IT assistance.

This teleworking opportunity has been approved for:	Start Date:
	End Date:
Employee Signature	Date
Supervisor	Date
Department Director	Date