



TEMPORARY POLICIES AND EMERGENCY PROCEDURES

(Expires August 1, 2020 unless extended by the Board of County Commissioners)

TELEWORKING

Upon approval of the Department Director, the Human Resources Director and the County Manager, 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.

PURPOSE

The Lincoln County Government Teleworking program is designed as a temporary work arrangement in response to a public health pandemic, state of emergency declaration, or other emergent situation where an alternative arrangement for an employee's work location may be deemed necessary. Teleworking is not a benefit or entitlement, but an alternative work arrangement intended to keep employees safe and in good health during times where physical separation between employees from the traditional workplace may be necessary.

A teleworking arrangement may 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 citizens 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 residence.

SCOPE

This policy applies to employees in any position type whose job functions could be performed as effectively in an alternate work location as in a conventional work location as determined by the Department Director in consultation with the Human Resources Director and the County Manager. The decision whether to allow a position or an employee to telework is subject to the sole discretion of management and is not appealable to Human Resources.

DEFINITIONS

- Teleworking - The practice of an employee working at a location other than the conventional office such as the employee's home.
- Telework employee- Employee who works in or from a non-traditional location and conducts County business functions.

ORGANIZATIONAL RULES

Employee Eligibility - Employee eligibility for teleworking will be determined based on all of the following:

- A. The nature of position is one where the expectations can be clearly defined and work performance can be effectively evaluated regardless of where it is performed.
- B. The nature of the position is analyzed by the department and is recommended as suitable by the Human Resources Director for approval by the County Manager as a teleworking arrangement.
- C. The alternate work site is conducive to teleworking and free of distractions deleterious to teleworking as determined by the requesting department and the Human Resources Department.

- D. The position can function independently and the supervisor can adequately assess the work performance
- E. Non-exempt positions shall not create additional overtime liability

IMPLEMENTATION

General Requirements

1. The Department Director or the County Manager may terminate teleworking at any time and for any reason for any telework employee.
2. The telework employee's conditions of employment with the County remain the same as for non-teleworking employees and employees are subject to the same policies as applicable when working at a County facility.
3. Employee salary, benefits and employer-sponsored insurance coverage will not change as a result of teleworking.
4. Any change to the schedule must be reviewed and approved in advance by the Department Director and must be communicated to the Human Resources Department.
5. While teleworking, the employee and Department Director or direct Supervisor shall decide in advance the method of contact whether via telephone, email, or cellular phone during agreed upon hours. Telework employees must notify their supervisor if they leave their teleworking location, as they would when leaving the traditional office during the work day.
6. Telework employees are prohibited from conducting face-to-face County business from their personal residence.
7. The teleworking employee has the responsibility for accounting, accurately documenting, and reporting time worked to the supervisor.
8. More specific conditions relating to the employee's teleworking arrangements are detailed in the **Teleworking Agreement (see appendices)** which must be completed by the employee and their supervisor and approved by the Department Director Human Resources Director and the County Manager.

Home Office Requirements

1. To ensure that safe working conditions exist, the employee assumes responsibility for maintaining a safe workplace and safe work behavior during work hours.
2. Restricted-access materials shall not be taken out of the office or accessed through the computer unless approved in advance by the telework employee's supervisor. Some materials, as determined by the County Attorney, are prohibited from being removed from governmental offices; telework employees who need to access these materials will be required to come to the County's departmental location to access them.
3. Office supplies for use in the alternative work-space will be provided by the County through normal channels and should be obtained during the employee's in-office work period. Telework employees shall *not* be reimbursed for out-of-pocket expenses for work-related supplies unless approved in advance in writing by the County.
4. Basic level equipment such as a computer, printer, and software may be provided to the employee. Provision of Internet access and basic level equipment will generally be provided by the employee and will be determined in writing as a part of the Teleworking Agreement.
5. County equipment (if any) that is placed in the employee's home office is to be used for County business only. All equipment distributed for teleworking remains the property of the County. The employee is required to return all County owned equipment and related material when the teleworking arrangement is discontinued.

Information Services Requirements

1. To ensure hardware and software security, all software used for teleworking must be approved through the County's Information Technology department before installation. Networking can only be established using compatible hardware and software. Only approved communication sources may be accessed using County equipment.
2. Software licensed to the County shall not be duplicated or used on any equipment not approved by the County.
3. Equipment, software, or files that are stolen must be reported as soon as practical but no later than the next business day.
4. Unless otherwise agreed to in writing prior to any loss, damage or wear, Lincoln County does not assume liability for loss, damage or wear of employee-owned equipment.

It is not possible to identify all of the situations that may arise from a specific teleworking relationship. As such, issues will be addressed on a case by case basis and may not be binding to other arrangements.

PROCEDURES

1. The Department Director will assess the nature of the job role and determine the compatibility of the job role and the employee's past performance to determine suitability for teleworking in accordance with the requirements of this policy.
2. If, after completing an assessment, the Department Director is prepared to recommend a teleworking arrangement, a Teleworking Agreement form will be required to be completed.
3. The Department Director will submit the recommended Teleworking Agreement to the Human Resources Director and County Manager for approval.

APPENDICES

Teleworking Agreement