

County of Yadkin**Telework Policy**

Yadkin County, North Carolina

March 23 2020

Purpose:

This Policy applies to employee work at home arrangements for a specific, limited period of time.

Working at home is not an employee right or benefit, and may be discontinued by Yadkin County for any business reason, at any time. Employees will only be permitted to work at home at the discretion of their Department Director.

Procedure:

To be eligible to work at home, employees must, among other things: (1) have portable job duties; (2) have a work site and equipment (telephone, internet, supplies, etc.) suitable for working at home; and (3) be able to work independently and productively.

Employees must submit a signed Telework Agreement to their Department Director for approval.

Terms of Work Hours and Compensation:

Work hours, compensation and leave scheduling while teleworking must conform to applicable Yadkin County Personnel 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 their normal Yadkin County worksite.

Work at Home Documentation:

When the employee or the employer finds it necessary for the employee to work from home, the employee must consult with the Department Director for approval and provide the following:

- A description of the work to be accomplished as well as clearly defined performance requirements that are measurable and results oriented, especially when the work differs from the employee's regular job description and performance plan

Work will be monitored by the Supervisor through the amount of work completed as well as the use of technology by the IT department.

Equipment, Supplies and Telephone/Data Connection:

The employee is responsible for operating costs, home maintenance and any other cost associated with the use of the home as an alternate work location. In the event of equipment failure or malfunction, the employee will immediately notify their Supervisor and IT. In the event of delay in repair or replacement, or any other circumstance which makes work from the home location impracticable, the employee understands that the Department Director may require the employee to report to the normal work site or document the time with the appropriate leave designation (vacation, sick, comp time, leave without pay, etc.)

The employee is responsible for the security of County resources and will follow all Yadkin County Personnel and IT policies.

Security:

All Yadkin County information with regards to security and records management and retention policies

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that apply at the normal Yadkin County worksite also apply when the employee works from home.

County resources and equipment are not to be used for personal use, personal business or personal educational purposes.

Liability

Yadkin County is not liable for injuries to third persons, including family members, at the home worksite. Further, Yadkin County is not liable for damages to the employee's personal or real property.

Workers Compensation

The employee is covered by workers compensation during the performance of official Yadkin County business at the home worksite during work hours. The employee must report work-related injuries immediately to the supervisor and will comply with all reporting requirements established for the purpose of reporting such claims.