



LAC LA BICHE COUNTY PROCEDURE

TITLE: Telework Arrangements Standard Operating Procedure PROCEDURE NO: CS-03-014-17

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 General Guidelines

The County recognizes telework as a work option that may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction, reducing commute trips and addressing space restrictions.

The County recognizes that some roles and individuals will benefit either more or less from teleworking. Telework is not a universal privilege, and will be arranged on a case-by-case basis between individual employees and their respective supervisors. Decisions with respect to telework will be made based on the individual circumstances.

Subject to approval by the Employee's General Manager, an employee may be eligible to work from home or another location. Telework arrangements shall not alter other terms and conditions of employment, and all employees are required to comply with the County's policies, practices and procedures, including all policies with respect to sick leave, overtime, vacation and hours of work.

Work products developed or produced by the Employee while telecommuting remains the property of the County.

In the event that it is determined that any employee working in a telework arrangement has decreased their level of performance, the County shall review the arrangement to determine whether or not the working arrangement shall continue. All telework arrangements are at the discretion of the County and the telework privilege may be revoked for any reason and without notice, including due to a reduction in productivity or the quality of the employee's work. In the event that a telework arrangement is terminated, the employee is required to attend at his or her physical work location as it existed before the telework arrangement commenced.

2.0 Procedure to Request a Telework Arrangement

Employees wanting to request a telework arrangement are to submit their request in writing using the County' "Two-up" procedure. The request must state the rationale for the request and any other pertinent information. Permission to telework is subject to prior approval and ongoing review.

The request will be reviewed by supervisors determined in the "Two-up" process in consultation with the Manager of Human Resources and any other appropriate resources to determine eligibility, feasibility and requirements.

The County reserves the right to approve or decline the application at the sole discretion of the County. The arrangement may be revoked without advance notice at the discretion of the County.

3.0 Performance Management during a Telework Arrangement

County employees engaged in telework arrangements must:

- Be expected to meet pre-determined performance levels, goals and objectives which will be reviewed by the employee's supervisor on a regular basis. Supervisors shall arrange to conduct progress meetings to discuss performance levels. Failure to meet performance expectations may result in a termination of the telework arrangement, and/or disciplinary action up to and including termination of employment.
- Agree to stay current on department and work group events and facilitate communication with customers, stakeholders and co-workers who may be affected by the Employee's telework arrangement.
- Agree to keep the supervisor informed of progress on assignments worked on at the alternate work site and any problem encountered while teleworking; and
- Attend, at the County office, meetings as directed by his or her supervisor. The Supervisor agrees to facilitate communication within the work group.

4.0 Equipment and Office Supplies

The County will provide appropriate materials, equipment and supplies for the Employee to perform his/her work duties. County-owned resources may only be used for County business. The employee is responsible for ensuring all items are properly used.

The Employee agrees to take reasonable steps to protect any County property from theft, damage or misuses including maintaining data security and record confidentiality to at least the same degree as when working at the regular County worksite. The Employee may not duplicate County-owned software and will comply with the licensing agreements for use of all software owned by the organization. Depending on the circumstances, the Employee may be responsible for any damage to or loss of County property must ensure that any personal information in his or her possession is secured, and must comply with the provisions of the *Freedom of Information and Protection of Privacy Act*.

When the Employee uses personal equipment, software, data, supplies, and furniture, the Employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the Supervisor. The County assumes no responsibility for any damage to, wear of, or loss of the Employee's personal property.

The Employee agrees to return, in good working order and in a timely fashion, all County owned items used at the alternate worksite upon request, or if the telework agreement is discontinued for any reason, or if the Employee's employment ends (for any reason).

5.0 Telework Site Safety and Ergonomics

The Employee and the County agree to work together to ensure that the alternate worksite is safe and ergonomically suitable. The Employee is responsible for maintaining his or her work area in a

safe and secure condition, including keeping children family members or pets away from the working area.

A County designate may make on-site visits to the Employee's telework site, at a mutually agreed upon time, to ensure that the designated work space is safe and free from hazards and to maintain, prepare, inspect or retrieve County-owned equipment, software, supplies and furniture.

The Employee will be covered by Workers' Compensation for job-related injuries that occur in the course and scope of employment while teleworking. The Employee remains liable for injuries to third parties and/or members of the Employee's family on the Employee's premises. The Employee agrees to ensure that his or her personal insurance policy covers personal and County-owned equipment used for business purposes. The Employee must advise his or her home insurer that he or she will work from home. The Employee must provide evidence of adequate home insurance upon the request of the County.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date