2W. Telework - Remote Policy

Summary

On a case-by-case basis, Morrow County may allow employees to work from home. Not all positions at Morrow County are appropriate for telework. In general, jobs appropriate for telework are those in which face-to-face interactions are minimal or that may be scheduled to permit telework, and in which the employee can perform all aspects of the positions remotely, as if the work was being performed in the Morrow County's offices.

Participation in Morrow County's telework program is at Morrow County's option.

Eligibility

Employees seeking telework arrangements must meet, at a minimum, the following requirements:

- Demonstrated excellent working habits; and
- Employed in a position that is suitable for Telework (determined by the employee's supervisor).

General

Telework shall be on a part time basis – such as working from home for a short-term project, during inclement weather, as a reasonable accommodation, or on the road during business travel.

Professionalism in terms of job responsibilities, work products, and customer or public contact will continue to conform to the same high standards as currently being met by Morrow County employees at their onsite work locations. While teleworking, the employee must be reachable during agreed-upon work hours, as if the employee was in the office. The employee's duties, obligations, and responsibilities will not change solely because of telework. The employee will meet or communicate with his/her supervisor as often as the supervisor believes is necessary to receive assignments, review work progress, and complete work.

Employees will be expected to adhere to all Morrow County policies during the course of Employee's telework arrangement with Morrow County.

The availability of telework can be discontinued at any time at Morrow County's discretion. Every effort will be made to provide the employee notice of such a however there may be instances, when no notice is possible.

Work Site, Supplies, Equipment, and Software Usage

The employee will establish an appropriate work environment within his or her home for work purposes. Morrow County will not be responsible for costs associated with the setup, maintenance, or operating costs of the employee's remote work location.

Equipment supplied by the employee, if deemed appropriate by Morrow County, will be maintained by the employee.

Employee's out-of-pocket expenses for supplies, which are normally available in the employee's regular work location, will not be reimbursed. Other supplies, as needed, must be requested by the employee and approved by the supervisor.

Employee will provide his/her own Internet access and equipment necessary to access the Internet.

Security

Teleworking employees must protect Morrow County's information from unauthorized disclosure or damage in compliance with Federal and Oregon law, and Morrow County's rules and policies. Work done at an employee's telework site is regarded as official Morrow County business. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to Morrow County. Employees must submit all Morrow County-owned equipment and/or data documents immediately upon request.

Requesting a Telework Arrangement

Employees who may have the need for a telework arrangement should speak with their supervisor. The employee and his/her supervisor must discuss the suitability of a telework arrangement and consider: (1) whether the job performed by the Employee is appropriate for telework; (2) equipment needs; (3) workspace considerations; and (3) scheduling issues. If Employee and his/her supervisor agree on these issues, a telework agreement shall be prepared and signed by all parties and submitted for final review by the County Administrator.

Discipline

If an employee violates any term of this policy, or the Telework Agreement, the employee's telework privileges will be immediately revoked and the employee may be subject to discipline, up to and including termination.

The County Administrator or an employee's supervisor may terminate the employee's telework privileges at any time.

Morrow County Telework Agreement

Employee Information

Name:

Job title:

Department:

FLSA status: ☐ Exempt ☐ Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date:

Approximated end date:

Temporary work location:

Employee schedule:

The employee agrees to the following conditions:

- ✓ The employee will remain accessible and productive during scheduled work hours.
- ✓ Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- ✓ Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- ✓ The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
- ✓ The employee will communicate regularly with his or her supervisor and co-workers, which may include a scheduled written report of activities.
- ✓ The employee will comply with all Morrow County rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- ✓ The employee will maintain satisfactory performance standards.
- ✓ The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for regular dependent care.
- ✓ The employee will maintain a safe and secure work environment at all times.
- ✓ The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the County.
- ✓ The employee will report work-related injuries to his or her supervisor as soon as possible.

Morrow County will provide the following equipment:

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The employee agrees that County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on County equipment. The employee understands that all tools and resources provided by the County shall remain the property of the Morrow County at all times.

The employee agrees to protect County tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.

The employee agrees to comply with County's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary County and customer information accessible from their home offices.

The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return Morrow County equipment and documents immediately following termination of employment.

Employee signature: Date:

Department Head signature: Date:

Administrator signature: Date: