TELECOMMUTING STANDARDS

When a telecommuting assignment is implemented, the following conditions apply:

1. Telecommuting is entirely voluntary and may be terminated by the employee or the County at any time.

2. The duties, obligations, responsibilities and conditions of employment with the County shall remain consistent with the employee's classification. The employee's salary and benefits shall be unaffected by his/her telecommuter status.

3. Work hours, overtime compensation and leave utilization will conform to the County Code, to MOU provisions and to terms agreed upon by the employee and his/her immediate supervisor.

4. The use of equipment, software, data, supplies and furniture, when provided by the County for use at the remote work location, is limited to authorized persons for purposes relating to County business.

5. Employees shall designate a specific work space for use while telecommuting. This work space shall be maintained in a safe condition, free from hazards and other dangers to the employee, equipment, and County documents, records and information.

6. Since the employee's remote work space shall be considered an extension of the County work space, the County's worker's compensation liability for job related accidents will continue to exist during the employee's telecommuting work hours.

7. In the event of a circumstance (e.g., faulty equipment) which impairs the employee's ability to telecommute, the employee may be assigned other work and/or assigned to another location.

8. The employee is responsible for ensuring proper use of any County supplied equipment. The County will provide for repairs and/or support for County equipment and software, but only by phone or at a County office or vendor location. In-home support will not be provided.

9. Except in unusual circumstances, employees shall utilize equipment and/or software compatible with that used in the employee's department. County Policy 07-08 and Standard Practice 07-08SP1 shall apply to the use of computers for telecommuting. The County Office of Management Services cannot support software and/or equipment not purchased through the County in compliance with County Policy and Standard Practice guidelines. The County will not provide unique or auxiliary microcomputer products in the office to accommodate a telecommuter's desire to use products while telecommuting incompatible with those used in the office.

10. When an employee uses personal equipment, the County assumes no responsibility for its maintenance, repair, or associated costs. Employee-owned equipment shall protect County data resident on or within magnetic or other storage media.

11. When using computer equipment while telecommuting, the employee will follow appropriate data backup and protection measures in compliance with County guidelines and requirements.

12. Long-distance business calls shall be reimbursed through submittal of an expense form. At the department's option, the employee may use a County issued "calling card" for long-distance calls. When it is cost effective, a

separate phone line may be installed at the telecommuter's home at the department's expense.

13. The employee remains liable for injuries to third persons and/or members of the employee's family on employee's premises.

14. Requests to work overtime, use sick leave, vacation or other leave must be approved by the employee's supervisor in the same manner as when working in the traditional office.

15. If an employee is sick during a scheduled telecommuting day, sick leave, or other leave approved by the employee's supervisor, shall be used for the scheduled hours not worked.

16. Employees who telecommute are required to participate in all training, studies, inquiries, reports or analysis relating to telecommuting for the County. The employee's individual responses and identity shall remain confidential.

17. While telecommuting, an employee remains obligated to comply with all County rules, policies, practices and instructions; violation of County rules, policies, practices and instructions may result in preclusion from telecommuting and/or disciplinary action, up to and including termination of employment.

18. Individual tax implications related to the home workspace are the responsibility of the telecommuter. Employees are encouraged to consult with a qualified tax advisor.

19. With reasonable notice, the County may make on-site visits to the telecommuting address to determine that the work site is safe and free from hazards and to maintain, repair, inspect or retrieve County owned equipment, software, data and supplies.

We have jointly reviewed the above material.

_____ _____

Employee _____ **Date**

Title

_____ _____

Supervisor _____ **Date**

Title