

# **Telecommuting Arrangement Policy**

Effective \_\_\_\_\_

Livingston County supports telecommuting/telework and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. Permitting remote work provides more flexibility for employees seeking to balance their work and personal lives while still achieving the level of productivity required for their position. Telecommuting must be approved by Department heads and is a voluntary arrangement, not an employment benefit. Telecommuting arrangements may change from time to time to meet the department's needs. Department heads will determine who qualifies for telecommuting. Departmental telework arrangements must be structured in a way that causes no decrease in public service or staff productivity. Departments that coordinate with other departments to provide service to the public must work together to ensure that telework policies do not inadvertently create unworkable challenges for each other.

## **General Work Arrangement**

While telecommuting, Employees will:

- a. remain accessible during their work schedule;
- b. check in with their supervisor to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- d. be willing to report to work in person upon the request of the Department head;
- e. request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
- f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location;
- g. be logged on via Microsoft Teams or any future utilized computer platform during their work day. Remote workers will be expected to be available throughout the work day and must be able to promptly return any messages that are left for them; and
- h. be bound to all the same County and personnel policies as employees working in person.

Employee's duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular County work site. The supervisor reserves the right to assign work as necessary at any time.

## **Equipment**

Department heads and the IT department will determine, with information supplied by the employee through the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. Equipment requests must have prior department head approval.

Equipment supplied by Livingston County will be maintained by the organization. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to go to the IT department for assistance. IT will not be traveling to homes to assist employees working remotely. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Livingston County accepts no responsibility for damage or repairs to employee-owned equipment. Livingston County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Livingston County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the Telecommuting arrangement.

Livingston County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Livingston County will also reimburse the employee for business-related expenses, consistent with the County's Business Expense Reimbursement Policy. The employee will establish an appropriate work environment within his or her home for work purposes. Livingston County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## **Security**

Consistent with Livingston County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private County information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

**Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Livingston County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in disciplinary action up to and including discharge from employment.

**Dependent/Child Care**

The focus of the arrangement must remain on job performance and meeting business demands during normal business hours. All telecommuting work arraignments must be agreed and determined between an employee and their department head.