

Attachment B

COVID-19 Telecommuting Agreement Adopted: March 13, 2020 until further notice	
Purpose	The purpose of this agreement is to define a process for eligible employees to temporarily work from an alternative location other than their normal work location for a period of time established by the County Administrator.
Authority	This temporary agreement is authorized by the County Administrator per Section 1.4 of the Personnel Rules and Regulations.
Definitions	<u>Telecommute:</u> A pre-arranged, scheduled shift of work that occurs in a location other than an employee's normal work location. <u>Eligible Employee:</u> An employee whose work can be completed from a remote location and is approved to do so by the employee's supervisor.
Roles & Responsibilities	<u>Managers and Supervisors:</u> Ensure employee's work responsibilities can be performed from a location other than their normal work location. <u>Employees:</u> Ensure compliance with processes
Eligibility	<ol style="list-style-type: none"> 1. The employee's position must have work that can be performed from a remote location. 2. The employee must have work that generally does not require a physical presence in the office for the remote day. 3. The manager or supervisor must review and approve the telecommute schedule prior to implementation to ensure continuity of operations and services.
Process	<ol style="list-style-type: none"> 1. Arrange set day(s) of the week to work in a remote location in advance with your supervisor. The telecommute schedule is not intended to be ad hoc and must be approved in advance. 2. If applicable, post your remote schedule on a shared office calendar. 3. At the beginning of your remote day(s) shift, email your supervisor your work plan for the day. 4. Remain accessible and available through your normal means of communication to include email, Skype, Teams chat and phone throughout the standard business hours through the conclusion of your shift. 5. Your County-issued laptop computer must be connected to the county network so that you have access to all drives and internal county web resources necessary to complete your work. 6. Remain available to come onsite immediately if requested by supervisor, unless you are quarantined. 7. Upon conclusion of your telecommute workday, notify your supervisor of your workday completion.

	8. If you are unable to connect to the county network, or if your email or cell phone is malfunctioning, please contact your supervisor and/or team to make other arrangements. (Using personal computers is generally not an option).
Verification	Success is verified by: <ol style="list-style-type: none"> 1. Work plan emailed to supervisor at the beginning of your telecommute shift specifying the work being performed remotely. 2. Work that is expected to be completed is done as planned.
Notes	<ol style="list-style-type: none"> 1. The agreement is subject to change by the County Administrator or Department management to clarify ambiguity as it is identified. 2. Eligibility guidelines are defined in Temporary Policy T-310 and by department management. Management retains the right to cancel scheduled remote workdays for any reason. Rescheduling a canceled remote day is at the discretion of the supervisor. 3. Participating employees commit to active engagement in work activities for the equivalent of a full work day. Basic "availability if needed" is not equivalent to "active engagement". 4. Activities such as housework or any activities which are incompatible with working onsite are equally incompatible with working in a remote location. activities which are incompatible with working on-site are equally incompatible with working in a remote location. 5. Breaks and rest periods should be observed in the same manner as when working on site. 6. Employees must attend all scheduled meetings using remote tools with full participation. Where feasible, employees will strive to schedule known medical, utility, delivery, consultation, or other appointments on the appointed remote day. 7. Leave (e.g. sick, vacation, admin, etc.) shall be utilized on remote days in the same manner as leave is utilized on non-remote days.
Effective Date:	3/13/2020

I agree to comply with the conditions set above and understand this agreement is temporary due to the COVID-19 pandemic and may be rescinded at any time.

Name

Date