

<b>Title:</b> Administrative Policy Telecommuting	<b>Policy No.</b> Part 5, Staff Policies Chapter 1, Rules Section 9
	<b>Effective Date</b> June 23, 2020
<b>Policy Custodian</b> Human Resources	<b>Adoption/Revision Date</b> June 23, 2020

**Adopting Resolution(s):** CC20-149

**References (Statutes/Resos/Policies):**

**Purpose:** To allow employees to work at home, on the road or in a satellite location for all or part of their workweek. Jefferson County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others.

A. Applicability

1. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. A telecommuting arrangement may be discontinued based on the needs of the County or the employee.

B. Eligibility

1. Before entering into any telecommuting agreement, the employee and supervisor shall evaluate the suitability of such an arrangement, reviewing the following areas:
  - a. Employee suitability: The employee and supervisor shall assess the needs and work styles of the employee to ensure that telecommuting will be a successful work arrangement.
  - b. Job responsibilities: The employee and supervisor shall discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
  - c. Equipment needs: The employee and supervisor shall discuss the physical workspace needs and the appropriate supplies and equipment needed for telecommuting.
  - d. Office Space: There may be circumstance where telecommuting is needed to accommodate building closures or facilities' needs. Employees shall be able to identify a workspace that meets ergonomic standards.

- e. Policies and Procedures: Employees shall adhere to all County policies and procedures while telecommuting.

### C. Equipment

1. County-owned IT equipment (PCs, printers, etc.) and associated supplies may be taken home by employees for use in the performance of their job upon approval of the employee's supervisor. Jefferson County shall determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, employee-provided phone and data lines and other office equipment) for each telecommuting arrangement. Equipment supplied by the County shall be maintained by the County. All necessary repairs or replacement of County supplied equipment shall take place at County offices. Equipment supplied by the employee, if deemed appropriate, shall be maintained by the employee. Jefferson County accepts no responsibility for damage or repairs to employee-owned equipment.
2. Jefferson County reserves the right to make determinations as to appropriate equipment, subject to change at any time. The employee agrees that Jefferson County equipment shall not be used by anyone other than the employee. The employee shall not make any changes to security or administrative settings on Jefferson County equipment.
3. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times. The employee shall report an inventory of all Jefferson County property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all equipment shall be returned.
4. Jefferson County shall supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Jefferson County shall also reimburse the employee for approved business-related expenses in accordance with the Employee Reimbursement Policy.

### D. Security

1. Consistent with the expectations of information security for employees working at the office, telecommuting employees shall be expected to ensure the protection and security of County information that is accessible from their home office in accordance with County privacy, HIPAA and security policies. Steps include the use of locked file cabinets and desks, regular password maintenance, use of county owned equipment only for handling of sensitive data, and any other measures appropriate for the job and the environment. If the business process allows, employees shall not keep or store physical documents with sensitive information. If physical documents with sensitive information need to be used at home, they shall be kept in a locked location. Employees who have confidential

physical documents with sensitive information at home shall bring these documents to the office to be stored or shredded using the County's confidential shredder at least monthly.

#### E. Work Environment and Safety

1. The employee shall establish an appropriate work environment within his or her home for work purposes. Jefferson County is not 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, except as otherwise required by law.
2. 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 may be covered workers' compensation. 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.
3. Employees shall ensure a proper ergonomic set-up and should take measures to incorporate appropriate stretching and moving during the workday. Safety & Compliance is available to assist with ergonomic evaluations of home offices. Upon consultation with Safety & Compliance, the County may choose to provide recommended equipment at its own cost.

#### F. Expectations

1. The focus of telecommuting arrangements shall remain on job performance and meeting the needs of County operations. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a remote schedule.
2. Employees are expected to be available and accessible as they would while in the office. Regular communication and meetings are expected to occur as they would normally using the technology available to employees. Employees shall comply with all Jefferson County rules, policies, practices, and instructions that would apply if the employee were working at the physical work location.
3. The employee shall report to the physical work location as necessary upon directive from his or her supervisor. The employee shall continue to communicate regularly with his or her supervisor and co-workers. The employee will maintain satisfactory production and performance standards.
4. Employees should request approval from their supervisor to telecommute while traveling (outside of county-related business travel) or to work from outside of Colorado.

## G. Time Worked

1. Telecommuting employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked using Jefferson County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek shall require the advance approval of the employee's supervisor.