

GLENN COUNTY TELECOMMUTING POLICY

PURPOSE:

To provide guidance to Department Heads and employees regarding Glenn County (County) employees to work from a remote location, away from the employee's normal work location, in light of the recent COVID-19 Pandemic.

Telecommuting is the cooperative and mutually agreed arrangement between employees and employing departments. The determination of which employees may be allowed to telecommute will be made on a case by case basis.

This policy is intended to be temporary and may be modified, suspended, or revoked, due to changing circumstances, by the County Administrative Officer after consultation with the unions.

DEFINITION:

Teleworking - an arrangement by which an employee (teleworker) works at home or another location rather than the employee's regular worksite.

POLICY:

Public health agencies have encouraged employers to allow remote work arrangements to prevent further infection due to the potential effects of the COVID-19 virus.

While it is likely not feasible to provide remote work options to all employees due to specific job duties and operational needs, Department Heads should take the following considerations into account to determine if work from home may be possible:

- Operational requirements;
- Security of work data;
- Technological capabilities and equipment necessary to perform job duties

Telecommuting is a privilege, not a right. All County employees who telecommute must have an approved telecommuting agreement under this policy. A County department/agency may have additional telecommuting requirements, guidelines, or procedures, provided they are consistent with the intent of this policy.

Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of County employment. Telecommuting employees must comply with all County and department/agency policies, practices, and instructions.

A telecommuting employee must perform work during scheduled telecommuting hours. For timekeeping and payroll purposes, scheduled work days/hours are the same as when the employee is at his/her usual County work site.

A telecommuting employee shall designate a specific workspace in their home (primary residence) as the teleworking site. The employee is solely responsible for ensuring that the workspace is maintained in a safe condition, free from hazards and other dangers to the employee and equipment. A telecommuting employee is protected by the County's workers' compensation insurance during the agreed upon work hours, and are required to immediately report any injuries that occur while working.

Any variations to the work schedule and/or overtime requests must be pre-approved by the employee's Department Head mutually agreed ad or designee.

Telecommuting employees who become ill must report the hours actually worked, and use sick leave for hours not worked.

Employees may not engage in activities while telecommuting that would not be permitted at the regular worksite. Telecommuting employees may take care of personal business during unpaid lunch periods, or breaks, as they would at the regular worksite.

The Telecommuting Policy is intended to be cost neutral. The County is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.).

Employees are expected to maintain a satisfactory standard and rate of productivity, whether working from the office, from home or from an alternate site.

Employees who telecommute must adhere to all County and departmental policies including, but not limited to, policies regarding confidentiality of information, work schedules and work hours, reporting of absences and work safety.

SECURITY OF CONFIDENTIAL INFORMATION:

All files, records, papers, or other materials created while telecommuting are County property. Telecommuting employees and their Department Head/designee shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them. A department/agency may require employees to work in private locations when handling confidential or sensitive material. Departments may prohibit employees from printing confidential information in telecommuting locations to avoid breaches of confidentiality. Employees may not disclose confidential or private files, records, materials,

or information, and may not allow access to County networks or databases to anyone who is not authorized to have access.