

**SALT LAKE COUNTY HUMAN RESOURCES POLICY AND PROCEDURE ON
TELECOMMUTING**

REFERENCE

Human Resources Policy and Procedures:

Work Hours, Rest Periods (Breaks) and Fitness Program; Overtime and Compensatory Time;
Workers' Compensation.

PURPOSE

Salt Lake County Government, through the Telecommuting program, is committed to and supports the reduction of air pollution for improved quality of life and health of its citizens, reduction of congestion on our road ways, conservation of precious natural energy and increased productivity and efficiency of its workers.

POLICY

This policy is intended to apply to formalized, contractually initiated telecommuting programs where work at an alternative location best achieves the County's goals and objectives. Telecommuting is not intended for ad hoc, short term project assignments or to provide a temporary personal convenience for employees, except as approved by the Administrator.

Telecommuting is neither a universal employee right nor a universal employee benefit. Telecommuting is an administrator's option which may be made available to some employees when a mutually beneficial situation exists for the County, the agency, and the employee. Telecommuting contracts may be terminated at any time the beneficial situation ceases to exist for the County or the agency. Administrators have no obligation to approve a telecommuting contract for one employee merely because another employee, similarly situated, has been approved for telecommuting. The administrator must take an employee's past performance, attendance and other close supervision requirements into consideration when determining whether an employee would be an acceptable candidate for telecommuting.

PROCEDURE

1.0 General Standards

1.1 Telecommuting is an administration option, not an employee benefit. Acceptance into a telecommuting program allows the telecommuting employee the privilege of working at a site other than a County facility. The employee's work location, work hours and work assignments are at the administrator's option. A telecommuting employee may be assigned to a non-conventional office arrangement to optimize office space and/or reduce commute time and frequency.

- 1.2 Each agency may, in accordance with Countywide Policy #1000, develop a telecommuting policy within the framework of the County policy. Any deviations from County policy must be reviewed and approved by Human Resources before implementation.
 - 1.3 Telecommuting employees must comply with all applicable laws, County policies and procedures, as well as Division policies, procedures and practices.
 - 1.4 Provisions of Human Resources Policy #5650 Professional Ethics and Conflict of Interest must be considered before approval to telecommute is granted. Telecommuting employees are prohibited from engaging in any non-county matters during the designated work schedule.
 - 1.5 All telecommuting employees must have prior written approval of their supervisor. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful telecommuters and an evaluation of their administrator's ability to supervise remote workers. Each division will make their own selections. Authorization to telecommute may be rescinded at any time. Employees who no longer wish to telecommute may terminate their telecommuting agreement.
 - 1.6 Administrators and employees participating in telecommuting will complete and agree to a formal "Telecommuting Agreement" prior to commencement of telecommuting work. The Department Director or Elected Official has final approval of all telecommuting agreements.
 - 1.7 The Department Directors, Elected Officials, or a designee are encouraged to request information from Facilities, Telecommunications, and Information Services on the feasibility of the cost estimates where the respective agency services are involved. Each agency maintains the right to not provide certain services that the administrator determines are inappropriate.
 - 1.8 The employee shall maintain confidentiality and security from all non authorized individuals. It is the responsibility of employer and the employee to ensure compliance with Government Records Access and Management Act (GRAMA) and such other authorities, laws, regulations or ordinances related to protection of documents or information.
 - 1.9 Telecommuting agreements must specify the conditions and circumstances under which a supervisor may make site visits to the employee's home telecommuting work site.
 - 1.10 The telecommuting agreement may be terminated by the administrator for any reason.
- 2.0 Work Schedule
- 2.1 The telecommuting employee's FTE, or allocated work hours per week, will not change due to participation in the telecommuting program. However, this provision does not limit the Division's authority to require overtime when business necessity demands such scheduling. Provisions of Human Resources Policy #5420-Overtime and Compensatory Time shall apply.
 - 2.2 Work schedules must comply with the Fair Labor Standards Act and County policies governing overtime and compensatory time. Telecommuting employees must get from their administrator pre-authorization to work in excess of 40 hours per work week. Employees who work overtime without prior approval may be subject to discipline and/or termination of the telecommuting contract.

- 2.3 Telecommuters will be required to work a schedule agreed upon with their administrator and as approved by the Department Director, Elected Official, or a designee. Work schedules for telecommuters may be modified to facilitate the contractual agreement; however, a designated work schedule shall be established as part of the contract. A telecommuting employee may be called in to the primary work site at any time and adjustments may be made to the work schedule to meet business needs. The employee is expected to attend staff meetings and training.
 - 2.4 Requests to work overtime, use sick leave, vacation or other paid leave must be approved by the employee's supervisor in the same manner as when working at the regular worksite. If an employee is sick during any hours regularly scheduled for telecommuting, the employee shall immediately report their sickness to their supervisor and use sick leave to cover those hours not worked. Employees may be required to provide medical documentation of illness at the administrator's discretion.
 - 2.5 Telecommuting employees are required to comply with all ordinances and regulations relating to hours worked.
 - 2.6 A telecommuting employee will be required to follow any guidelines set by the Division to ensure good communication, such as making regular calls to the voice mail system to check for messages. The telecommuting employee must be available during the agreed upon designated work schedule.
- 3.0 Evaluation of Work Performance
- 3.1 The employee agrees to complete all assigned work and to provide regular reports, as requested by the administrator, to help evaluate work performance and measure productivity.
 - 3.2 Work assignments and schedules are at the discretion of the administrator. It is the responsibility of the administrator and employee to maintain good communication and to negotiate work projects, deadlines, and goals.
- 4.0 Designated Work Area at Telecommuting Site
- 4.1 Employees will agree upon a designated work area at the approved telecommuting work site.
 - 4.2 The County will not be responsible for any home maintenance or construction costs that are associated with the employee using his/her home as a telecommuting work site; for example, maintenance, insurance or utilities will not be reimbursed.
 - 4.3 Individual tax implications related to the telecommuting work space shall be the responsibility of the employee. Employees are advised to consult a tax expert.
 - 4.4 Employees will be expected to set up and maintain the designated work space in a safe, unobstructed and clean fashion and maintain the designated work area so that it complies with all laws regulating work areas. This includes, but is not limited to, the following basic safety precautions:
 - avoid obstructions in the work area
 - eliminate trip and fall hazards
 - ensure proper lighting, ventilation and appropriate furniture
 - avoid using a single power outlet for computer and other electrical extension cords

- 5.0 Computer Hardware/Software Installation and Maintenance
 - 5.1 Telecommuting employees are encouraged to use County-supplied computers for telecommuting, if feasible. No County employee can be compelled to use privately owned computer equipment.
 - 5.1.1 If the employee supplies their own computer, he/she shall release the County and agency from any and all liability resulting there from.
 - 5.1.2 If repair or maintenance is required for a County-owned computer, the employee may be required to deliver the equipment to Information Services or their division\office as specified in the Telecommuting agreement.
 - 5.2 If County equipment is used, the telecommuting employee is responsible for ensuring that the equipment is properly used and maintained. The employee shall be held liable or disciplined for damage or losses caused by negligence. Damage or loss incurred through no fault of the employee shall be the responsibility of the County.
 - 5.3 Hardware or software provided by the County remains the property of the County. Any hardware or software provided by the County shall be returned at the end of the telecommuting agreement or upon the termination/retirement of the employee.
 - 5.4 Employees may not copy or distribute County-provided software. No unauthorized hardware or software may be installed on County owned equipment.
 - 5.5 Telecommuters shall comply with computer software licensing agreements, County policy and federal laws, including copyright and patent laws.
- 6.0 Access to Networks/County Mainframe
 - 6.1 Telecommuters who have been approved to access the County mainframe and/or network will need computer equipment that is specified by the Information Services Division.
 - 6.2 Unauthorized access to a computer network and/or personal use of the central County mainframe is prohibited.
- 7.0 Security of Equipment/Software/Data
 - 7.1 Use of County-provided equipment, software, and data supplies at a remote work location is limited to the authorized employee and is authorized for purposes related to County business only, unless approval has been granted for personal use.
 - 7.2 Use of password protected screen savers and password protected booting is encouraged.
 - 7.3 Diskettes and papers should be kept in a locked, secure place.
 - 7.4 Products, documents and other records used and/or developed while working under a telecommuting contractual agreement will remain the property of, and be available to the County and are subject to departmental and divisional policies regarding confidentiality and authorized access.
 - 7.5 Upon termination of the Telecommuting Agreement the employee will immediately deliver all County property to a site designated by the administrator.

8.0 Personal Use of County Equipment

8.1 Personal use of a County-owned computer requires written permission from the employee's direct supervisor or other agency administrator or compliance with a written, established Division or Department Policy. The following criteria must be met:

8.1.1 Personal use must offer an opportunity for the employee to increase knowledge.

8.1.2 The employee must not accept compensation from any outside source for the work performed.

8.1.3 Payment for the cost of supplies should be the responsibility of the employee.

8.1.4 Personal use must not be during work hours and shall not conflict with normal agency work flow.

8.1.5 No personal data may be stored on the County's system.

9.0 Reimbursement for Work-Related Expenses

9.1 The employee shall maintain an adequate written log and provide receipts to document approved work-related expenses. Costs incurred as a direct result of telecommuting will be reimbursed to the employee upon proper verification and validation. Acceptable cost reimbursements will normally be limited to: billing for local or long distance County calls and/or direct line for a computer modem and job related mileage.

9.2 The County will provide office supplies for Telecommuting employees. Telecommuting employees will be expected to pick-up supplies during regularly scheduled times in the designated County worksite. Any other arrangements must be pre-approved by the administrator if expenses are to be reimbursed.

10.0 Violation of Policy or Procedure

10.1 Any employee who violates this policy and procedure or an individual policy established by an agency as allowed under paragraph 1.2 herein shall be subject to all levels of discipline including but not limited to termination of the telecommuting contract and/or termination of employment.

10.2 This policy shall not be construed to supersede any other County policy, ordinance, or regulation.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008

SALT LAKE COUNTY TELECOMMUTING APPLICATION/AGREEMENT

Employee Name _____

Job Title _____

Division/Dept _____

Work Phone # _____ Alternate Work Site Phone # _____

Supervisor _____ Supervisor's Work Phone # _____

Telecommuting Agreement Term _____, 20____ to _____, 20____

My telecommuting schedule will be as follows and will comply with all ordinances and regulations related to hours worked:

	Telecommute Schedule	Office Schedule
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Telecommuting work location address and description of designated work space (including square footage, furniture and equipment):

DESIGNATED WORK SITE (full address
Description)

DESIGNATED WORK AREA (Specific
Description)

When working remotely, the employee can be reached at the following telephone number(s):

Location _____ Phone/fax _____
_____ / _____

Location _____ Phone/fax _____
_____ / _____

The employee can be reached at the following electronic mail address, if applicable:

The employee agrees to retrieve voice and/or electronic messages at least _____ times per day.

The supervisor will make site visits to the employee's home telecommuting work site under the following conditions:

Description of work/tasks to be performed at alternate work site: (Sample Performance Plans attached, Appendix 1 and 2)

County assets (if any) to be provided for use at remote work location

Description ID Numbers

County information systems to which employee will have access from remote work location (if any)

The County will reimburse the employee for the following expenses:

I have read, understand, and received the Salt Lake County and other applicable Telecommuting Policies. I agree to the duties, obligations, responsibilities, work measurements

and conditions for telecommuters expressed therein and in this agreement in addition to my normal duties, obligations and responsibilities as a Salt Lake County employee.

I agree that, among other things, I am responsible for measurable work products, establishing a specific schedule, furnishing and maintaining my designated work space in a safe manner, employing appropriate telecommuting security measures and protecting County assets and information systems.

I also understand that telecommuting is voluntary and not an entitlement. Either I, the County, my supervisor and/or Division/Department Head can withdraw from this telecommuting agreement at any time for any reason.

Employee Signature Date

This employee is approved for telecommuting under the provisions detailed above and included in the Human Resources Policy & Procedure #5615, Telecommuting. I will review on at least a quarterly basis the employee's productivity measurements to ensure that productivity remains the same or increases as a result of telecommuting.

Supervisor's Signature Date

This employee and employee supervisor are approved to work under the provisions of the Salt Lake County and other applicable Telecommuting Policies.

Division Director Date

Department Head/Elected Official Date

Original to Employee. Copies to Supervisor, Division Director, Department Head/Elected Official, Human Resources Division.

Employee's Signature _____

Date

Supervisor's Signature _____

Date
