

Approved
effective 03/27/2020

MAR 27 2020

Johnson County Temporary Telecommuting Policy

In the event of an emergency such as a weather disaster or pandemic, JOHNSON COUNTY may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

In the event of an emergency, JOHNSON COUNTY may require certain employees to work remotely. These employees will be advised of such requirements by the Elected Official/Department Head. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee, department head or elected official can initiate a temporary telecommuting agreement during emergency circumstances. The employee and Elected Official/Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement shall be executed and signed by the employee and his or her Elected Official/Department Head.

The employee will establish an appropriate work environment within his or her home for work purposes. JOHNSON 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.

JOHNSON COUNTY will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the County is to be used for business purposes only.

Consistent with the County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and JOHNSON COUNTY may require employees to return to regular, in-office work at any time.

Johnson County Short-Term Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.

The employee will comply with all JOHNSON COUNTY rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe and secure work environment at all times.

The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by JOHNSON COUNTY.

The employee will report work-related injuries to his or her manager as soon as practicable.

JOHNSON COUNTY will provide the following equipment:

The employee will provide the following equipment: _____

The employee agrees that JOHNSON COUNTY equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on JOHNSON COUNTY's equipment. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times.

The employee agrees to protect County's tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with JOHNSON COUNTY's policies and expectations regarding information security. The employee will be expected to ensure the protection of confidential County and customer information accessible from their home offices.

JOHNSON COUNTY will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with JOHNSON COUNTY's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return County equipment and documents within five days of termination of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human Resources signature: _____ Date: _____

IT Director signature _____ Date: _____