



# EFFINGHAM COUNTY BOARD OF COMMISSIONERS

## Human Resources Standards of Practice

Standards of Practice: <b>Section 2.25</b>	Issue Date: 4/10/2020 New ____ Revised ____ Supersedes Policy Dated:
Title: <b>Telecommuting Policy</b>	Approved By Effingham County Board of Commissioners

### 2.25 – TELECOMMUTING POLICY

#### A. GENERAL

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

#### B. STANDARD

Employees are permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and the arrangements they have made with their Department Head. The Department Head may request that an employee be present in the office at any time (regardless of the scheduled WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction. All WFH arrangements must be approved by the County Manager/Department Head.

#### C. SCOPE

1. In the event of an emergency, the Effingham County Board of Commissioners may require certain employees to work remotely. These employees will be advised of such requirements by the Department Head. Preparations should be made by employees and Department Heads well in advance to allow remote work in emergency circumstances.

2. For voluntary telework arrangements, either the employee or Department Head can initiate a temporary telecommuting agreement during emergency circumstances. The employee and Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting



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arrangement, including equipment needs, workspace design considerations and scheduling issues.

3. A telecommuting agreement will be prepared by Human Resources and signed by the employee and his or her Department Head.

4. The employee will establish an appropriate work environment within his or her home for work purposes. The Effingham County Board of Commissioners 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.

5. The Effingham County Board of Commissioners and/or the County Manager along with the Department Head will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

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

7. Employees should not assume any specified period of time for emergency telework arrangements, and the Effingham County Board of Commissioners and/or the County Department Head may require employees to return to regular, in-office work at any time.

### **D. PERFORMANCE EXPECTATIONS**

1. Work your full typical schedule.
2. Attend all meetings, if required, in a virtual capacity.
3. Achieve the same level of production as in the office.
4. Maintain equivalent availability for co-worker/client communication, supervisor questions, etc.
5. Be available online and by phone for the duration of your regular scheduled work day.



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6. Respond promptly to communication via messaging, email, phone.
7. Communicate consistently regarding workload and status.
8. Follow all County procedures and policies.
9. Do not use alcohol or illegal drugs.



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**TELECOMMUTING CHECKLIST**

- Employee has read and understands Company policies and procedures for telecommuting/flexible work.
- Employee and manager/supervisor have outlined and approved an agreement for telecommuting.
- Telecommuting equipment has been issued to the employee.

Equipment provided:

- Lap Top
- Keyboard/mouse
- Tablet
- Cell phone
- Other:
- Other:
- Issue date:

- Policies and procedures for maintenance and safety of Company-issued equipment have been explained and are clearly understood.
- Policies and procedures covering classified, secure, and confidential data have been discussed and are clearly understood.
- Requirements for offsite office space and/or area have been discussed and approved.
- Performance expectations have been discussed and are clearly understood.
- Employee has discussed and understands all requirements.

Employee signature and date:

\_\_\_\_\_

Manager/supervisor signature and date:

\_\_\_\_\_



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HR STANDARDS OF PRACTICE 2.25 – TELECOMMUTING POLICY  
**TELECOMMUTING AGREEMENT**

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Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the Human Resources Standards of Practice. In addition to their existing obligations and responsibilities, telecommuters agree to the following:

1. Maintain a regular work schedule and an accurate accounting of what you work on.
2. If you are nonexempt, do not work overtime without discussing with and getting authorization from your manager or supervisor.
3. Understand that the policies and procedures relating to legal compliance and safety obligations remain in full force and effect while off-site.
4. Be responsible for any Company equipment used off-site. You may be responsible for the cost of repair or replacement of any equipment if not used or handled properly. The Effingham County Board of Commissioners is not responsible for personal equipment used.
5. Maintain your work files in a safe and secure environment. Any confidential materials or proprietary information should be securely maintained and appropriately discarded and or returned to your office.
6. Understand that any injuries suffered by a telecommuter claimed to have occurred at home or off-site arising out of and in the course of employment are subject to the same workers' compensation insurance coverage reporting requirements applicable to workplace injury occurring while the employee worked on County premises.
7. Maintain a work environment that is free from distractions.



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8. You are a representative of the County whether at a County location or off-site and are expected to represent the County appropriately.
9. The term of this agreement is from \_\_\_\_\_ to \_\_\_\_\_. Understand this does not alter the at-will nature of your employment and that the County may alter this agreement at any time.

My telecommuting location will be \_\_\_\_\_. If I intend to work at a different location, I will notify my supervisor and request permission to do so.

I understand and agree to all terms in this agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name