



## TELECOMMUTE POLICY

Adopted 6/10/2020

The Jefferson County Library District considers telecommuting to be a viable alternative work arrangement when it best serves the needs of the Library District. Telecommuting is a voluntary alternative work arrangement in which part of, or all the weekly scheduled work is performed at an alternate work location. Telecommuting is neither a benefit nor an entitlement and in no way changes the terms and conditions of employment. Telecommuting is only viable in cases where the Employee, Supervisor, and the Library Director mutually agree that the job characteristics are well suited to an alternative work location. Telecommuting may be appropriate for some employees and duties, but not necessarily viable for everyone. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for a few days or intermittently.

### Eligibility and Approval

- Eligible positions will be determined by the Director and be based on functional role and District needs.
- Only regular full-time or part-time employees are eligible to Telecommute.
- Telecommuting must be approved by completing a **Telecommuting Agreement** (Appendix A) prior to implementation.
- Telecommuting agreements must be approved by the Director and signed by the Employee prior to implementation.
- Telecommuting agreements may be discontinued at any time at the sole discretion of the District.

### Expectations

- The duties, obligations, and responsibilities of a telecommuting employee (“Telecommuter”) shall remain the same as the employee’s duties, obligations, and responsibilities prior to telecommuting.
- Performance evaluation requirements for Telecommuters shall not differ from those of non-Telecommuters.

- Telecommuters must be available by phone or other electronic communication during the agreed upon telecommuting hours of work.
- In the first few weeks of a new telecommute assignment, daily contact should occur to verify that the Telecommuter is actively working as well as to resolve any problems that may arise. After both parties are accustomed to the telecommuting arrangement, the Supervisor and Telecommuter may communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.
- In the event circumstances such as illness, power failure, or equipment failure prohibit the Telecommuter from performing assigned duties while working at the alternative worksite, the Telecommuter shall immediately contact their supervisor for further instructions.
- Equipment needs will be evaluated under standard policies and procedures, regardless of location. In the event that standard policies and procedures do not address every need, the Supervisor and Telecommuter will explore potential options and solutions. There may be times where the needed equipment presents an unbudgeted or duplicative cost or requires support that the District cannot provide. If the District cannot provide or support the equipment, the Telecommuter may choose to use their own equipment and be responsible for the purchase, modification, repair and maintenance of the equipment and software used for telecommuting. The Telecommuter shall only use properly licensed software for District business.
- The Telecommuter will establish an appropriate work environment for work purposes. The District will not be responsible for costs associated with initial setup of the Telecommuter's work environment, such as remodeling, furniture, or lighting, nor for repairs or modifications to the environment.
- The Supervisor may inspect, with advance notice, the Telecommuter's alternate workplace for safe conditions or to repair, maintain, or inspect any District equipment issued to that location.
- The Telecommuter represents that the alternate workplace is a safe and healthful work environment including proper ergonomics. The Telecommuter shall act in a responsible manner to avoid injury. The Telecommuter understands that failure to take proper health and safety precautions in the alternate workplace may result in discontinuation of the Telecommuting Agreement.
- Injuries sustained by the Employee while at their alternate work location, and in conjunction with his or her regular work duties, are normally covered by workers' compensation. Telecommuting employees are responsible for notifying their supervisor and Human Resources of such injuries in the same manner as if the injury occurred at a work location on the District's premises. The District is not liable for any injuries

sustained by family members or other visitors to a Telecommuter's alternate work location.

- Consistent with the District's expectations of information security and compliance with public record laws, the Telecommuter will ensure the security and protection of information accessible from their alternate work location. The Telecommuter will check with their supervisor when security matters are at issue. No confidential information (including administrator passwords) will be downloaded to any data storage device (including but not limited to hard drive, CD, DVD, or USB stick). Any information that is considered confidential or protected will not be removed from the regular office without the Director's specific express approval in writing.
- During the agreed upon telecommuting hours of work, the Telecommuter will not engage in outside activities including, but not limited to, work related to other jobs, operating a personal business, or participating in community organizations, or club activities.
- The District will provide appropriate office supplies and reimbursement for business-related expenses that are reasonably incurred in accordance with job responsibilities and in compliance with the District's business expense policy on the same basis as when working at the regular work location.
- Telecommuting is not designed to be a replacement for appropriate dependent care. Although a Telecommuter's schedule may be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting District business demands.

### **Recordkeeping and Use of Leave**

- Employee salary, benefits, workers' compensation, sick leave, annual leave, and other employee insurance shall not change due to telecommuting.
- Telecommuters who are hourly employees (non-exempt from the overtime requirements of the Fair Labor Standards Act) will record all hours worked in the same manner as if they were working on District premises. Accrual of overtime or compensatory time will be administered under the same provisions as if the work were performed at the regular work location.
- Telecommuters who are salaried (exempt from the Fair Labor Standards Act) do not complete a timecard at their regular place of work. However, when telecommuting, they will keep a record of actual time worked at the alternate work location for the purposes of demonstrating accountability to their agreed upon work schedule.
- Leave used on a planned telecommute day will be administered under the same provisions as leave used from the regular work location.

- The Telecommuter and the Supervisor mutually agree to adhere to and evaluate a daily work plan. The Supervisor will review the proposed work plan and approve, adjust, or decline the proposal based on reasonable priorities.
- The Telecommuter will provide a status report of completed work to their Supervisor as requested. Work progress status reports will occur at least once per day. This report may be as complex or simple as the Telecommuter and Supervisor think is necessary to remain accountable for work being accomplished. Status reports may be done through email, text message, or by phone. The Supervisor shall verify the quality and quantity of work done in accordance with the established work plan.
- In the event the Telecommuter does not provide the required status reports, and/or the Supervisor cannot verify the quality and quantity of work done, the Telecommuting Agreement may be discontinued.

**Appendix A**

**TELECOMMUTING AGREEMENT**

<b>Name of Employee:</b>	<b>Name of Supervisor:</b>
<b>Employee's Title:</b>	<b>Supervisor's Title:</b>
<b>Department:</b>	
The address of the Telecommuter's alternate workplace shall be:	
The alternate workplace located at the above address is:	<input type="checkbox"/> A home office <input type="checkbox"/> Other (please describe)
This Agreement applies to (specific dates, or "N/A" if ongoing/indefinite assignment):	Date: ___ / ___ / _____ to ___ / ___ / _____
System Access Granted	<input type="checkbox"/> Remote Access/System Drives <input type="checkbox"/> Web-based (Office 365/SharePoint)

**General summary of duties that will be performed while telecommuting**

**Telecommuting Days:** Check the days and times that you will telecommute, add the scheduled hours for each day. If your telecommuting schedule will vary, based on changing workload or business needs, note the anticipated days and schedule you will be telecommuting and check "variable".

Day	Telecommute Day	Telecommuting Schedule	All Day	Partial Day	Variable
Monday			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Signature below signifies agreement with the provisions of this document.**

Library Director	Telecommuter
Date	Date
Supervisor	
Date	

***Please return completed form to Administrative Services Manager.***