



Telework

Teleworking is an alternative work arrangement available to qualifying County employees to work from a remote workplace, such as one’s home or satellite office, rather than commuting to a designated worksite. Management will establish a work arrangement with their qualifying employees. The arrangement is not permanent and may be terminated for any reason.

Requirements

Employees who participate in a telework arrangement must complete this Telework Agreement. Departments may have additional requirements. Supervisors should also ensure the Employee has access to County and Department Telework Policies and Standard Practices as indicated on page 2 of the Telework Authorization.

Supervisors should complete the following forms within this agreement and route for signatures and distribution:

- Telework Authorization (page 1-2)
- Telework Self-Certification Checklist (page 3)
- Telework Equipment Loan (page 4)

Training

Employees who elect a telework arrangement must complete required online training courses through the Performance, Education & Resource Centers (PERC) Learning Center at <https://perclms.sbcounty.gov/learn>.

Distribution

The executed Telework Agreement should remain on file with the department, with copies provided to the employee and to hrcommuterservices@sbcounty.gov for County records. Electronic signatures are acceptable and encouraged.

Questions? Please contact HR-Commuter Services or your Department Human Resources Officer.

Telework Expectations

- A. Employees should meet the suitability criteria set forth in the County Telework Guidelines.
 1. The Department Telework Justification Form should be completed by a supervisor or manager. This form serves as an evaluation of the position’s suitability for telework duties. If a telework schedule is recommended, the form should accompany the Employee Telework Agreement.
- B. Scheduling.
 1. Employees should have an established schedule of one or more days per pay period. Supervisors and/or managers must approve any change in the agreed upon schedule.
 2. Departments may set limits to the number of days employees may telework each pay period.
 3. Teleworkers may be required to come into the office on a scheduled work day; supervisors will notify the teleworker of this requirement with as much notice as possible.
 4. Employees who are teleworking should be able to be reached by their supervisor during their normal assigned work schedule, within 15 minutes, outside of allowed breaks per applicable County Code, Ordinance, employee contract and/or Memorandum of Understanding.
- C. Time Reporting.
 1. Teleworkers are responsible for accurately coding their timesheet to reflect hours spent in a telework arrangement each pay period.

2. Employee Management and Compensation System (EMACS) users should report telework time utilizing companion code **TELWO** as a supplemental row in addition to typical time reporting for hours worked (e.g. regular, overtime, comp time earned).
 - (a) EMACS will show TELWO hours added to the user's totals, however **TELWO is used solely for tracking purposes and will not pay**. It will not count as earnable compensation or continue benefits.
- D. Productivity.
1. Teleworkers are held to the same work standard as if they were working in the office.
 - (a) Supervisors are expected to monitor teleworker productivity through any standard means available depending on the type of job duties performed, such as, project management software, ticket management software or other customer service solution that provides a tracking mechanism of work completed.
 - (b) Frequent communication with teleworkers is expected, such as:
 - (i) Periodic check-ins via phone, instant messaging, email, and audio/visual web conference.
 - (ii) Daily status reports provided by the teleworker to the supervisor providing a general summary of items worked on each day.
- E. Ending Participation. Telework is a voluntary arrangement that can be terminated at any time.
- (a) Employee may request to terminate participation and Departments will make reasonable arrangements to have a work station at a worksite made available within a reasonable period of time.
 - (b) Management may terminate an employee's telework participation at any time, including, but not limited to the reasons below:
 - (i) For changed circumstances or operation needs; advanced written notice to employees is encouraged.
 - (ii) Telework arrangements may be terminated immediately for cause, including performance-based reasons, with no advanced written notice provided.
- F. Technical Difficulties.
1. Employees are responsible for immediately reporting to their supervisor any technical issues they may be experiencing that are preventing them from teleworking.
 2. County-owned or provided equipment, software or services:
 - (a) The supervisor will determine if equipment down time warrants the teleworker to report to the office.
 - (b) The County will provide for repairs and/or support for County-owned equipment and software, but only by phone or at a County office or vendor location. In-home support will not be provided.
 3. Employee-provided equipment, software or services:
 - (a) Employee is responsible for the repair and maintenance of employee-provided equipment.
 - (b) County does not assume any liability for loss, theft, damage or wear of employee's personally owned equipment as a result of telework-related activities.
- G. Return of Equipment. County requires a telework employee return all County-owned equipment, software, data, and supplies when:
1. An employee decides to end telework participation.
 2. County deems the employee's job no longer qualifies for telework, telework equipment, and/or related services.
 3. The employee terminates employment with the County.
 4. County terminates the employee.
- H. Work Products. County owns any software, products, or data created as a result of work-related activities.



I. Employees are responsible for:

Prior to beginning remote work:

1. Completing all required training and forms.

Upon Telework Agreement approval and commencement of remote work:

2. Complying with all applicable telework, privacy and security policies and procedures.
3. Accurately coding timesheet to reflect hours spent in a telework arrangement.
4. Maintaining a safe, focus-based work environment at the remote worksite.
5. Ensuring equipment being utilized is equal to or better quality of equipment in the office, maintaining such equipment, and protecting County-owned equipment and materials from unauthorized use or disclosure. County owned equipment shall not be left unattended at any time, including in the interior of a vehicle (whether locked or unlocked) or in a conference room.



Telework Authorization (continued)

Acknowledgement – Teleworkers are required to acknowledge the following:

- I have received and fully read, understand, and agree to the responsibilities set forth in the Telework Agreement, and the documents listed below. I understand that violation of these guidelines may lead to my telework privileges being revoked.
 - County Telework Program Guidelines
 - [San Bernardino County Employee Ergonomic Guide](#)
 - Department specific telework requirements, such as a standard practice (if applicable)
- I understand that I must notify my Supervisor/Manager if I have changes to my telework schedule or if I no longer meet the definition of teleworking.
- I understand that I must accurately code my timesheet per time reporting instructions from the County and/or my department and that fraudulently reporting hours or rideshare participation may be subject to disciplinary action in accordance with County Personnel Rules.

Authorization Approvals:

Employee Signature: _____ Date: _____
 Type Name

Immediate Supervisor: _____ Date: _____
 Type Name

Division Chief/Manager: _____ Date: _____
 Type Name

Appointing Authority or Designee _____ Date: _____
 Type Name



Telework Self-Certification Checklist

Similar to ensuring employees are working in a safe environment while at work, teleworking is no different. Employees participating in a telework program are responsible for ensuring that their telework environment is a safe, focus-based work environment. Your telework environment must comply with the County’s health and safety programs and/or policies, and your department’s injury, illness & prevention program. Failure to do so may be cause for termination from the telework program.

Teleworkers must review and initial the Telework Self-Certification Checklist stating that you have understand the requirements to work in a safe and hazard free environment, and are aware of what to do in the event of an injury in your telework space.

Table with 3 columns: Initials, Category, and Description. Categories include Security, Emergency, Heating and Ventilation, Cleanliness and Organization, Lighting, Noise, Electrical, and Workstation.

Supervisor’s Initials _____



Telework Equipment Loan

I accept the LOAN of following equipment and/or software provided by the County of San Bernardino:

Equipment/software provided by County	Brand Name	Serial or Equipment Tag No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

I do not need any equipment from the County at this time.

Equipment/software, if any, provided by employee	Brand Name	Serial No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Period of authorization: _____

Employee agrees to:

- Maintain the above equipment in operating condition and utilize it in a safe manner.
- Return the County-provided equipment/software listed above to the department if I should resign, be transferred or discontinue teleworking, or upon request by the County.
- Use the above listed County-provided equipment only to conduct County business (if applicable).

Employee Signature: _____ Date: _____
Type Name

Immediate Supervisor: _____ Date: _____
Type Name