

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 https://exercites.org/https://exercites.org/https://exer

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.

Telework Agreement



- 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 performancebased 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.

Telework Agreement



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

Telewo	orker Informatio	n:						
Name			Emp. ID	Job Title		Dept/Div		
Email a	ddress			Office Phone		Personal Phone	2	
Office								
Address	Address				City	St	Zip	
Telework Address	ork							
	Address				City	St	Zip	
supervi authori <i>Telewo</i>	ork Schedule – isor/manager. A ization. Indicate orkers may be red and meetings); su	ny changes in the daily start a	the schedule rand end time for into the office	must be pre-a _l or each day per <i>on a scheduled</i>	oproved, docur pay period bel d telework day	nented and ap ow. (e.g. to meet co	pended to this	
WK	SUN	MON	TUE	WED	THU	FRI	SAT	
1	to	to	to	to	to	to	to	

WK	SUN	MON	TUE	WED	THU	FRI	SAT
1	to In Office Telework						
2	to In Office Telework						
It is the teleworker's responsibility to take break and meal periods in accordance with their Memorandum of Understanding. If the teleworker's duties require a specific schedule for these periods, the start time should be indicated below:							
Break 1							
Break 2							
Meal							

Teleworking Duties:

Describe job duties to be performed.



Telework Agreement

Telework Authorization (continued)

Ack	nowledgement – Tel	leworkers are required to acknowledge the following:				
		nd fully read, understand, and agree to the responsibilities so e documents listed below. I understand that violation of these $\mathfrak g$ being revoked.				
	San Bernard	work Program Guidelines <u>lino County Employee Ergonomic Guide</u> t specific telework requirements, such as a standard practice (if	f applicable)			
		must notify my Supervisor/Manager if I have changes to my te finition of teleworking.	elework schedule or if I no			
	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.					
Aut	horization Approval	s:				
Emp	oloyee Signature:	Type Name	Date:			
Imm	nediate Supervisor:	Type Name	Date:			
Divis	sion Chief/Manager:	Type Name	Date:			
	pointing Authority Designee	Type Name	Date:			



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.

Initials		
Se	ecurity	Ensure all county issued property is safe and secure from unauthorized use, theft, and damage.
Em	nergency	Telework area should have an evacuation plan and access to the following: functional smoke and CO2 detectors, multi-use fire extinguisher, and emergency kit. Ensure all flammable materials are not stored near heat sources or computer equipment.
	eating and entilation	Telework area should be properly heated and ventilated. An environment too cold or too hot could be difficult to concentrate.
an	eanliness nd rganization	 Ensure the telework area: Has a clear path of travel, free of clutter and tripping hazards. Is organized to prevent items from falling into the work area. Is arranged to ensure heavy items are secured. Has an organized work surface to allow ample writing and computer space.
Lig	ghting	Telework area should be adequately illuminated, enabling the employee to perform work without eyestrain or glare.
No	oise	Avoid or keep distracting sounds to a minimum by shutting a door or using a room divider.
Ele	ectrical	Telework station should be located in an area with enough electrical outlets to prevent overloading any circuits by using proper equipment, such as surge protectors, and allow for adequate ventilation to devices. Arrange electrical and phone lines to: Ground all electrical outlets, with equipment positioned close to the outlets. Prevent overloading circuits by sing surge protector(s) or master switch to connect electronic equipment, such as computers, monitors, printers, etc. Prevent or avoid the use of extension cords, but if used, ensure they are not frayed or missing the ground. Cover interconnecting cables or place them away from leg space area to avoid tripping hazards. Power down equipment at the end of each work day.
W	orkstation	Refer to the San Bernardino County Employee Ergonomic Guide.

Supervisor's Initials _____



Immediate Supervisor:

Type Name

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. 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. 2. ______ 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

Date: