

Purpose:

The purpose of this policy is to define the teleworking program, to include the guidelines, and rules under which it will operate. The policy outlines for managers and employees their associated rights and responsibilities as part of the program.

Policy Statement:

It shall be the policy of Rockdale County to utilize a teleworking program in eligible positions allowing an eligible employee to work from home or a designated alternate workspace, outside of their primary workspace to produce an agreed upon work product. Teleworking shall be a voluntary agreement between a supervisor and an employee based primarily on the business needs of the county and is not an employee entitlement.

Eligibility:**A. Position Eligibility**

Not all positions are suitable for teleworking. All positions selected for telework shall be approved by the Department Head, Talent Management Director & the Chairman of the Board of Commissioners.

The following job characteristics should be considered when evaluating a position for telework:

1. Job function has activities that are specific and measurable, with identifiable objectives and timeframes.
2. Communication can be successfully achieved through methods such as video conferencing, telephone, electronic mail or facsimile.
3. The position does not require face-to-face interaction with supervisor or workgroup for the completion of primary job duties.
4. Job functions are conducive to working from an alternate workspace, tasks such as data entry, reading, creating reports, word processing, planning, data organization/analysis, research, field work, etc.

B. Employee Eligibility

Not all employees are suitable for teleworking.

The following should be considered when evaluating an employee's eligibility for telework:

1. Employee shall be in a position that is eligible for teleworking.
2. Employee shall have a high level of position knowledge and be able to effectively work independently with minimal supervision.
3. Employee shall have readily available access to high speed internet, a telephone, office voicemail, and office email.
4. Employee shall be available to respond to citizen's, client's and supervisor's communication within the scheduled working hours.
5. Employee shall be self-motivated, responsible and results oriented.
6. Employees that are on an active discipline will not be eligible for telework arrangement.

B. Workspace Eligibility

Employees approved to telework shall have an approved alternate workspace dedicated to the completion of job functions. The employee shall maintain the workspace in a safe condition, free from hazards, distractions and dangers to the employee and any county owned equipment.

1. Teleworking is not designed to be a replacement for requesting time off. An employee needing time off shall follow the county's leave policy to obtain approval in advance from his/her supervisor before taking leave during a designated telework day.
2. Employees approved to telework shall be responsible for establishing an appropriate work environment within the alternate workspace. Rockdale County shall not be responsible for any cost associated with the materials and/or setup of a home office.
3. The workspace shall be located so that the employee has access to high speed internet, video conferencing, a telephone and electronic mail.
4. The workspace shall be adequate to accommodate required furnishings and equipment, including proper lighting to complete the functions of the job.

Equipment & Supplies:

- A. The employee is expected to use his/her own furniture, high speed internet, telephone lines and other equipment. Any use of the employee's private facilities shall be at the employee's discretion and not at the expense of the county.
- B. Cost for home utilities shall not be charged to the county.
- C. Assignment of portable equipment for teleworking on a temporary basis may be approved at the discretion of the employee's department head. In no situation should county-owned equipment be installed in an employee's alternate workspace.
- D. Should equipment the employee is using to complete telework assignments become inoperable, the employee is not excused from work commitments and may be required to report to the primary work location for completion of work assignments.
- E. County owned software shall not be duplicated or used for any reasons outside of use essential to the employee's job functions.
- F. County documents shall remain confidential in accordance with policies regarding records management. The employee shall protect the security and integrity of data, information, paper files and access to county information.
- G. The work performed by the employee for completion of job functions on any equipment remains subject to the county and other applicable regulations including state and federal information acts.

Schedule & Work Hours:

- A. All employees shall have an established and approved work schedule with regularly scheduled work hours in accordance with county time and attendance guidelines. Flexibility in remote scheduling may be applicable as needed at the discretion of the Department Head.
 1. Employee shall be required to work the same number of hours while teleworking that he/she would otherwise work during the pay period while working on county premises.
 2. Scheduling of telework hours shall be approved based on business needs at the discretion of the Department Head once the position has been approved for telework by Talent Management & the Chairman of the Board of Commissioners.
 3. Employee shall be accessible by email and/or telephone during the established work hours, regardless of work location.
 4. Employee may be required to report to his/her primary work location to attend meetings,

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training sessions, etc., as deemed necessary by the supervisor or department head. Employees are required to report to his/her primary work location at the request of their supervisor and will have to report within an hour of the request.

- 5. Employee shall receive approval in advance from the supervisor for any changes to the established telework schedule.
- 6. Employee shall record all time worked, both telework and onsite in accordance with county policy for exempt and non-exempt employees.

B. An employee shall be required while teleworking to continue to record all hours worked via E Time or on his/her timesheet to be approved by his/her manager as outlined in county policy. Non-exempt employees subject to the rules of the Fair Labor Standards Act (FLSA) shall obtain approval from the supervisor prior to working beyond the agreed upon regularly scheduled hours. A non-exempt employee working overtime without such approval may result in disciplinary action and termination of the Teleworking Agreement.

Compensation & Liability:

- A. The approved alternate workspace shall be considered an extension of the county workspace during teleworking. The employee shall be covered by workers' compensation while performing work functions during the approved teleworking hours at the approved alternate workspace. Teleworking employees shall be responsible for maintaining a safe home working environment and shall be responsible for reporting workers' compensation claims for injuries arising in the course of employment in the approved alternate workspace.
- B. If an injury occurs during teleworking work hours, the employee shall immediately report the injury to his/her supervisor. The employee and supervisor shall follow the workers' compensation reporting process as outlined by the Risk and Safety Management department and per county policy.

The county shall not be responsible for any injuries to family members, visitors and others that come into the employee approved alternate workspace. The teleworking employee shall not have business guests at the alternate workspace.

Termination of Telework Agreement:

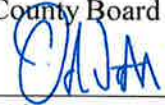
Management reserves the right to terminate teleworking if determination is made that the arrangement is no longer appropriate. A 30-day notice will be provided prior to the termination of a telework arrangement.

Policy Changes:

The County reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.


Approved this 14 day of December 2021

Rockdale County Board of Commissioners



Osborn Nesbitt, Sr., Chairman

ATTEST:



Jennifer Rutledge, County Clerk