

Jefferson County Commission Telework Policy



I. Purpose

Telework allows approved employees to work from an alternate worksite or location other than their County office during normal work hours, either regularly or as needed, with approval from the employee's supervisor, department head, or his/her designee.

Telework is intended to support effective job performance, provide continuity of public services, and allow for flexibility when operational needs permit. Accordingly, employees approved for telework are expected to work remotely during County office closures due to inclement weather, unless otherwise directed.

Telework is not an entitlement and does not replace established work schedules, performance expectations, or leave requirements.

Participation in a telework arrangement requires that the employee and their supervisor complete and submit the corresponding Telework Agreement to initiate this work option.

II. Definitions

County Office: The employee's normal work location.

Alternate Worksite: An approved work arrangement outside the County office.

Agency Head: The department head, supervisor, or authorized designee responsible for personnel management.

Eligible Employee: A full-time, part-time, or probationary employee who meets expectations in terms of performance and has no documented attendance or conduct issues

Supervisor: The individual responsible for assigning, reviewing, and approving work.

Telework: Approved work performed away from the County office.

Telework Program Agreement: A signed document outlining telework terms and responsibilities.

III. Equipment

- Only County-issued devices may be used to access County systems. Personal computers or devices may not connect to County systems.
- Departments approving telework must provide required County equipment if not already issued, in coordination with the Chief Technology Officer and subject to availability.
- Eligible employees may use personal peripherals (monitor, keyboard, mouse, headset) if they do not affect security or system performance.
- Jefferson County is not responsible for personal equipment costs or maintenance.
- County equipment is maintained by the County and malfunctions must be reported immediately.
- County equipment and materials must be returned within five (5) days upon request or when telework ends.

IV. Productivity

- The eligible employee and their supervisor must submit a signed Telework Agreement to the County Office of Human Resources to remain on record in the employee's personnel file.
- Eligible employees cleared for telework must meet the same productivity expectations as onsite employees.
- Employees approved and equipped for telework are expected to
- Supervisors must be able to review and document work performed during telework.
- Performance must meet or exceed supervisor expectations as described in Jefferson County Administrative Policy 217 – Performance Appraisal.
- Failure to meet expectations may result in revocation of telework privileges and possible discipline.

V. Workspace and Safety

- Employees are responsible for ensuring that telework is performed in a professional manner and under conditions that allow for effective job performance.
- In-person business meetings shall not be conducted at an alternate worksite during telework; however, participation in business meetings through online platforms such as Zoom and Teams is permitted.

- Job-related injuries must be reported immediately. Workers' compensation applies only to job-related incidents.

VI. Responsibilities

Supervisor Responsibilities:

- Approve or deny telework requests.
- Maintain telework documentation (see attached Telework Agreement)
- Monitor and evaluate performance.
- Ensure compliance with County policies and labor laws.

Employee Responsibilities:

- Sign the Telework Agreement
- Review the Telework Training document
- Request leave and obtain overtime approval in advance.
- Maintain productivity and confidentiality.
- Report equipment issues immediately.
- Return County property when requested.
- Sign the Telework Program Agreement.