

## Jefferson County Commission Telework Agreement



### Employee Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Elected Office: \_\_\_\_\_

FLSA status: Exempt Non-Exempt

Approved Alternate Worksite/Primary Telework location:

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Employee schedule: \_\_\_\_\_

### **The employee agrees to the following conditions:**

- The employee shall remain accessible and productive during scheduled work hours.
- Nonexempt employees shall obtain supervisor approval prior to working unscheduled overtime hours.
- The employee shall not hold in-person business meetings with internal or external clients, customers, or colleagues at their alternate work site; participation in business meetings through online platforms such as Zoom and Teams is permitted.
- The employee will report to their office as necessary upon directive from his or her supervisor, even if telework was previously approved.
- Employees approved and equipped for telework shall work remotely during County office closures due to inclement weather. In situations where County offices are closed due to inclement weather, employees cleared for telework must use their accrued annual leave for any hours not worked.

- The employee will communicate regularly with his or her supervisor and co-workers, which includes a daily or weekly written report of activities, as determined between the employee and department head or supervisor.
- The employee shall comply with all Jefferson County rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- The employee shall maintain performance standards that meet or exceed expectations as outlined in Jefferson County Administrative Policy 217 – Performance Appraisal.
- The employee shall make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee shall maintain a secure and professional work environment at all times.
- The employee shall report work-related injuries to his or her manager as soon as practicable.

## Equipment and Peripherals

- Employees may use personal peripherals (such as monitors, keyboards, headsets, and mice) when teleworking, provided such use does not compromise security or system functionality.
- County-issued peripherals may be provided when equipment is available and when such equipment is determined by the supervisor or department head, in consultation with the Chief Technology Officer, to be necessary for the performance of the employee's job duties.
- Departments approving telework are responsible for providing required County equipment if not already issued, consistent with the Telework Policy and subject to availability.

Equipment Type	Description/Model	Serial/Tag Number	Date Issued	Employee Initials
Laptop				
Other (specify)				
Other (specify)				
Other (specify)				

## Use, Care, and Return of County Equipment and Resources

- The employee agrees that Jefferson County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Jefferson County's equipment. The employee understands that all tools and resources provided by the company shall remain the property of Jefferson County at all times.

- The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her department head and/or supervisor immediately.
- The employee agrees to comply with Jefferson County's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary or confidential company and customer information accessible from their home offices.
- The employee agrees to return company equipment and documents as requested by his/her department head or supervisor.

## Revocation of Telework

- Revocation of telework is a management decision related to work arrangements and does not, by itself, determine whether disciplinary action is appropriate.
- Telework approval may be revoked at any time and for any reason, including failure to meet the same expectations of performance, conduct, and accountability required of employees working on-site.
- When performance or conduct issues warrant corrective or disciplinary action, such action will be addressed separately and in accordance with applicable County policies, regardless of whether telework is continued or revoked.
- The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.

## Acknowledgement

My signature acknowledges my understanding of the above terms and conditions of the telework arrangement. I understand I must abide by the terms of the agreement and am aware that failure to abide by the agreement may be subject to disciplinary actions, up to and including termination.

**Employee Signature:**

Date:

**Department Head/Supervisor Signature:**

Date:

## Human Resources Signature:

Date: