



COUNTY ADVISORY BULLETIN

CAB

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SAMPLE TELEWORKING POLICY

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Employers should tailor this policy to the needs of their organization and seek legal advice before implementing

[EMPLOYER] Teleworking Policy

Effective _____

I. Purpose

The purpose of this policy is to establish requirements and guidelines for employees engaging in authorized teleworking or telecommuting during the COVID-19 State of Emergency. “Teleworking” or “Telecommuting” is a work flexibility arrangement under which an employee performs their work duties and responsibilities from an approved worksite other than the location from which the employee would otherwise work.

II. Scope

This policy applies to all employees specifically authorized by the Employer to perform teleworking or telecommuting. This Policy is effective immediately and until rescinded by the Employer.

III. Requirements

A. Location of Work. Employees must provide the Employer the physical address and telephone number of the location at which they will be teleworking.

- The workspace must be safe and free from hazards.
- The workspace must be reasonably free from interruptions and distraction that would affect work performance.
- The workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information. Any Employer provided material or equipment shall not be removed from the workspace while the employee is teleworking.
- For employees who must verbally communicate with others as part of their duties, the workspace must be quiet and allow for professional communications during those times.
- Teleworking employees shall not meet with the public or clients in their home office in any official capacity or connected with the Employer's business. The Employer is not responsible for any injuries to family members, visitors and others in the employee's home.
- The Employer is not responsible for any loss to the employee's property whether caused by physical damage, computer virus attacks or other intrusions via the internet.
- Employees utilizing Employer equipment while teleworking must protect the equipment from damage.

B. Hours of Work. Non-Exempt Employees are authorized to engage in teleworking during their normally scheduled workdays and hours, or on days/times pre-approved by their supervisor. Non-Exempt Employees may not work outside of those days and hours without prior supervisor approval. Non-Exempt Employees are responsible for accurately reporting their time worked each day.

C. Reporting for Work. Employees must communicate with their supervisor via e-mail when beginning the workday, upon leave for and returning from lunch and when they are done with work at the end of the day. Employees who do not work for all or a portion of a day they are expected to telework are responsible for requesting to use appropriate leave. The Employer is not responsible for paying employees while teleworking if they are unable to perform work due to operational or technological issues such as the availability of an adequate internet connection.

D. Communication. While teleworking, employees must be reachable by the employer during their normal working hours, and any other times designated by the employer. If the employee becomes aware of or anticipates any disruption in technological communication during their normal working hours, they are to immediately notify their supervisor.

- E. Security and Confidentiality.** While working remotely, employees must take steps to preserve the security and confidentiality of Employer information. Employees must keep confidential documents and materials in secure locations. Employees must maintain password protection to the same extent as required at the workplace, and keep confidential documents and records securely stored. If working on personal devices, employees must have valid up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the Employer immediately.

- F. Policies.** This teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees are expected to apply with all Employer policies, procedures and performance standards.

- G.** The Employer retains the right to investigate alleged abuse of this teleworking policy and may cease or modify an employee's approval for telework at any time.

Acknowledgment

I hereby acknowledge receipt of this Policy and agree to abide by its terms during this assignment.

Employee Date:

Employer Approval

Signature:	Date:
Print Name:	Title: