

WORK-FROM-HOME POLICY

PURPOSE OF POLICY

To establish standards for working from home as an alternate work arrangement in cases where individual, job and manager characteristics are best suited to such an arrangement.

POLICY STATEMENT

Work-from-home is a work alternative that may be appropriate for some employees in some jobs. It is not an entitlement; it is not a Countywide benefit; and it in no way changes the terms and conditions of employment. The assignment for work-from-home may be temporary or for an extended period based upon the needs of the County Engineer and may be terminated at the discretion of the County Engineer or at the request of the employee.

ELIGIBILITY

All full-time employees are eligible for work-from-home provided they are not under any disciplinary action.

OTHER POLICY CONSIDERATIONS

- 1.) A manager can suggest work-from-home as a work arrangement for a time-specific period or as an on-going assignment. The manager or director of the department will make the final recommendation on a work-from-home arrangement subject to the approval of the County Engineer. The decision will be based on job responsibilities and other factors including adherence to this work-from-home policy.
- 2.) Individuals who are being considered for the Work-from-home program must exhibit the ability to be self-motivated and work independently.
- 3.) Work-from-home arrangements are at the sole discretion of the County Engineer and may not be available for all jobs and for certain periods of the year. Upon a minimum of 24-hours notice, work-from-home arrangements may be discontinued by the County Engineer at any time or at the request of the employee.
- 4.) All existing procedures for call-off time (sick leave, personal time, vacation, etc.) remain in effect for work-from-home employees and failure to abide by those procedures will be deemed a breach of this policy.
- 5.) The Summit County Engineer's office will determine the appropriate equipment needs and or office supplies for the work-from-home program. Upon termination of the work-from-home arrangement or County

employment, all County provided property will be returned to the County in good working order. Any County equipment or information must be used safely and maintained securely by the employee.

6.) The supervisor and employee will agree on the work-from-home schedule to include the days or partial days when the employee will be authorized to work-from-home based upon identified tasks to be performed.

7.) Work-from-home employees who are not exempt from overtime will be required to record all hours worked by clocking in and out using the County's payroll system. Failure to clock in and out in a timely manner may result in termination of the work-from-home option. Hours worked in excess of those specified per day and per workweek will require advance approval of the manager. Failure to accurately record all time worked can result in disciplinary action. Employees of the Summit County Engineer's office will follow the meal and rest breaks already established for their department. Work-from-home employees will be required to update the Time Tracker software (or any subsequent software implemented by the Engineer) to provide a record of the work performed from home. Failure to document work-from-home activities may result in termination of the work-from-home option.

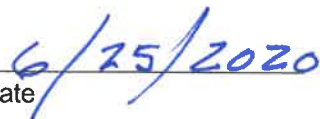
8.) Work-from-home employees who are exempt from overtime will be required to update the Time Tracker software (or any subsequent software implemented by the Engineer) to provide a record of the work performed from home. Failure to document work-from-home activities may result in termination of the work-from-home option.

9.) Employees who work-from-home may be subject to automated monitoring at the discretion of the County.

Approved:



Alan Brubaker, P.E., P.S., Summit County Engineer



Date