

Telecommuting **P**olicy



Telecommuting Policy Pinellas County Government Unified Personnel System

Table of Contents

Purpose & Introduction	1
Responsibilities	2
Responsibilities of Employee	2
Responsibilities of Supervisors	2
Responsibilities of Personnel Department	3
Responsibilities of Management	3
Responsibilities of Telecommuting Committee	3
Program Description	3
Telecommuting Agreements	4
Criteria for Employee Participation	4
Performance Characteristics	4
Job Characteristics	5
Prerequisites Necessary to Qualify for Telecommuting Program	5
Work Performance	5
Communication	5
Training	6
Compensation, Benefits, and Taxes	6
Worker's Compensation	6
Travel Accidents	6
Work Space Safety and Ergonomics	6
Work Place Inspection	7
Work Space	7
Hours of Work	7
Dependent Care	7
Expenses	7
Equipment	8
Information Security	8







County-Provided Equipment	8
Employee-Owned Equipment	9
Telecommuting Selection Guide	10
Telecommuting Application	13
Telecommuting Agreement	17

Telecommuting Policy

Pinellas County Government - Unified Personnel System

Purpose & Introduction

Telecommuting is an alternative work arrangement that may be used to:

-  reduce employee commute trips and traffic congestion,
-  reduce parking requirements and office space needs,
-  help attract and retain a diverse and talented work force,
-  accommodate special needs of employees,
-  increase employee motivation, and
-  increase productivity.

It is one of several alternatives, such as flexible work schedules and compressed workweeks, that allow work arrangements to be tailored to the individual needs of employee and to the unique requirements of each work situation with benefits accruing to the employee and the organization.

Pinellas County Government supports telecommuting, one or more days a weeks, as an alternative work arrangement and encourages supervisors to give telecommuting every consideration. Pinellas County Government encourages the use of telecommuting in situations where it will work to the mutual benefit of all stakeholders.

Note: this policy does not interfere with or apply to situations in which supervisors allow employees to occasionally work at home.

Requirements for all telecommuting arrangements are set forth in this policy statement. These requirements are intended to ensure Pinellas County Government complies with all applicable laws, and to reduce exposure to financial liabilities. Aside from these requirements, and with the understanding that careful consideration must be given to the issues presented in this policy statement, the intent is to allow individuals and their leadership to design their own telecommuting arrangements.

The Pinellas County Telecommuting Program is based on these principles:

1. Telecommuting is an alternative work arrangement, not a universal benefit.
2. Telecommuting is voluntary and based on mutual trust.
3. Telecommuting benefits the County, the community, and the telecommuter.
4. Telecommuting work arrangements are mutually agreed to by the telecommuter, supervisor and department head.
5. The financial welfare of both Pinellas County Government and the telecommuter and the economic realities of Pinellas County Government must be considered in the Telecommuting Agreement.
6. Telecommuting must remain a mutual benefit to all stakeholders.
7. Telecommuting requires training and planning.

Responsibilities

Responsibilities of Employees

Telecommuting employees are responsible to:

1. Become familiar with the policy and guidelines for telecommuting, the Telecommuting Agreement and related documents.
2. Complete and sign the Telecommuting Agreement.
3. Abide by the terms and conditions of the Telecommuting Agreement.
4. Set up a dedicated home work area that is safe for the employee and others entering it.
5. Establish work practices that make the telecommuter arrangement transparent to customers, ensuring they are not inconvenienced in their dealing with the employee or Pinellas County Government.
6. Report to customer and County work locations, as required, for meeting, training, etc., on request of supervisor or customers.
7. Safeguard proprietary information (regardless of form) as specified by County security instructions.
8. Determine federal, state and local tax implications resulting from working at home and satisfy their personal tax obligations.
9. Comply with applicable state and local zoning ordinances.
10. Comply with all other terms and conditions of employment.

Responsibilities of Supervisors:

Supervisors are responsible to:

1. Become familiar with the policy and guidelines for telecommuting, the Telecommuting Agreement and related documents.
2. Consider employee requests to work at home that benefit the telecommuter and do not adversely affect County interests.
3. Decide whether a telecommuter arrangement is beneficial to employee and the County.
4. File original signed Telecommuting Agreement in the employee personnel files kept by the department and retain for one year after telecommuter arrangement ends.
5. Give and explain to employee a copy of Telecommuting Agreement.
6. Update Telecommuting Agreement if any aspect of the arrangement covered by the agreement changes.
7. Review County security instructions for computer security and safeguarding proprietary information with employee.
8. Maintain inventory of County-owned equipment in employee's home.
9. Continue normal supervisory activities including career development, ongoing feedback and performance appraisals.

Responsibilities of Personnel Department:

The Personnel Department is responsible to:

1. Assist and encourage employees/supervisors/managers wishing to implement telecommuting arrangements.
2. Answer questions about telecommuting and help resolve difficulties impeding implementation.
3. Provide and/or coordinate training for telecommuting participants (telecommuters, supervisors, and management).

Responsibilities of Management:

Management is responsible to:

1. Seriously consider telecommuting alternatives as a staffing strategy.
2. Encourage telecommuting trials.
3. Recognize supervisors successfully using telecommuting as alternative work arrangements.

Responsibilities of Telecommuting Committee:

The Telecommuting Committee is responsible to:

1. Encourage and promote telecommuting as a viable and valuable program.
2. Prepare, maintain, and update Telecommuting Policy and Telecommuting Agreement.
3. Serve as a resource on telecommuting for managers, supervisors, and employees.
4. Monitor and evaluate telecommuting program; making recommendations for needed modifications.
5. Serve as a problem solving mediator for issues that cannot be resolved between the telecommuting or potentially telecommuting employee and the supervisor.

Program Description

Telecommuting is an alternative work location mutually agreed upon by the telecommuter and the supervisor, subject to the approval of the department head and appointing authority. Telecommuting arrangements are voluntary. The department, the supervisor, or the employee may terminate a telecommuting arrangement at any time, and for any reason, with thirty days notice (less time if mutually agreed upon). If urgent circumstances exist, the arrangement may be terminated with less notice.

Telecommuting is not an employee benefit but an alternative method of meeting the needs of the County. Since telecommuting is a privilege, the County has the right to refuse to make telecommuting available to an employee and to terminate the arrangement at any time. Telecommuting and issues surrounding it are not grievable.

Employees are not required to telecommute. Employees have the right to refuse to telecommute if the option is made available to them. Employees who do choose to telecommute have the right to cease telecommuting and to return to their former in-office work pattern at any time.

This policy is not a contract of employment and nothing in it should be construed as creating a contract of employment between Pinellas County Government and any employee. Pinellas County Government reserves the right to terminate this policy at its discretion.

Telecommuting Agreements

Employees wishing to telecommute must complete a checklist and sign the Telecommuting Agreement regarding the employee's work arrangements away from the regular office. The employees' supervisor and department head must also sign the written agreement and telecommuting arrangement checklist. Pinellas County Government shall select positions and employees for telecommuting. A Telecommuting Work Plan should also be included as part of the Telecommuting Agreement. The Work Plan should include at a minimum:

1. Specific description of the duties to be performed
2. Established workdays and normal work hours
3. Explanation as to how supervision will be provided
4. Explanation as to how work products and outputs will be monitored and reviewed
5. Explanation as to how attendance and leave records will be maintained and processed

Criteria for Employee Participation

All County employees are eligible to apply to become telecommuters. If the employee and his/her position qualify for telecommuting, he/she may be considered for telecommuting. Telecommuters are subject to the same rules and procedures as other employees. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.

Participation in the telecommuting program is voluntary. Criteria for participation include the adaptability of the job for telecommuting, aptitude of the employee for telecommuting and approval by the supervisor/department head. Pinellas County Government shall determine who is most qualified for telecommuting. This determination will focus on performance characteristics and job characteristics.

Performance Characteristics:

The following performance characteristics are usually associated with successful telecommuters; and should be considered before entering into a telecommuting agreement.

1. Self-motivated.
2. Demonstrated conscientiousness about work time and productivity evidenced by satisfactory or better performance reviews.
3. Ability to work alone effectively, for extended periods.
4. Completes assignments independently and on time, meeting standards for quality.
5. Asks for assistance when needed.
6. Limited need for feedback but able to ask for it if necessary.
7. Communicates information fully and timely with leadership, coworkers, support staff, and customers.
8. Sets appropriate priorities, changes priorities as needed, and maintains a suitable work pace.
9. Demonstrates dependability and responsibility in meeting attendance standards, following through on projects and work assignments and maintaining confidentiality of County information.
10. Operates and adjusts computer or other equipment independently, to the degree that will be required at the alternate work place.

Job Characteristics:

A job that is appropriate for telecommuting arrangements typically has the following characteristics.

1. Face-to-face interactions are minimal or can be scheduled.
2. Needs of internal and external customers can be satisfied from the alternate work place.
3. The need for specialized equipment must be minimal or flexible.
4. Ability to schedule work flow and allow work that can be done only at the main office to be completed on non-telecommuting days.
5. Clear objective can be set, and tasks can be clearly defined.
6. Job contains tasks that can best be completed during quiet uninterrupted time.

Prerequisites Necessary to Qualify for Telecommuting Program:

1. Employee must sign and abide by Telecommuting Agreement.
2. Supervisor, Department Head, and Appointing Authority approval required.
3. Both the supervisor and the employee must participate in all training and evaluation efforts associated with the Telecommuting Program.
4. The employee must make and maintain dependent care arrangements to permit concentration on work assignments at home.
5. Supervisor's willingness to invest the necessary time to help the telecommuting arrangement succeed.
6. Planning with co-workers how workflow issues will be addressed while telecommuting such as callers, mail, and meetings.

Work Performance

The performance standards for employees working at the alternate work places should be equivalent to the standards used when the employees are working at the regular office. Nothing in the Telecommuting Policy waives or changes standards of performance or behavior in the workplace.

Communication

The telecommuter is primarily responsible for maintaining effective communication and workflow among customers, co-workers, and supervisor. The supervisor will devise procedures for effective communication. Communication should allow telecommuting to appear invisible to outside customers.

Telecommuters must keep their supervisor informed of progress on assignments worked on at the alternative work site, including any problems which they may experience while telecommuting. Methods of planning and monitoring the work of the telecommuter may include:

1. E-mail to supervisor outlining telecommuting day's work plan the day before telecommuting followed by a list of accomplishments the day after the telecommuter day.
2. Discussing plans for work for the telecommuting day(s) with supervisor, the debriefing the following day.
3. Scheduled telephone "meetings" with the supervisor on the telecommuting day.
4. Some other arrangement specifically for the telecommuting day designed at the beginning of the program.

Training

Prospective telecommuters and their supervisors must participate in a training program before beginning to telecommute. The training will include telecommuting policy, alternative work place safety, work performance evaluation, designing telecommuting assignments, and tips & guidelines for successful telecommuting. The objective is to ensure continued high quality of customer service and to avoid transferring work to coworkers, as well as other considerations for successful telecommuting.

Compensation, Benefits, and Taxes

Compensation and benefits are not affected by telecommuting.

Telecommuting employees are responsible to determine any federal, state and local tax implications resulting from working at home and to satisfy their personal tax obligations. Employees should refer questions to their personal tax advisor.

Worker's Compensation

The employee will be covered by worker's compensation laws and procedures for work-related injuries while telecommuting at the alternative work location in the designated workspace during designated working hours. Since the workspace and the home will be one and the same, worker's compensation will not apply to non-job related injuries that might occur in the home.

The County is not liable for any injuries to family members, visitors and others in the employee's home. Telecommuting employees should consider carrying insurance that covers third-party injuries arising out of or relating to the use of the home under a telecommuting policy and should consult their personal insurance carriers for advice.

Travel Accidents

The employee is covered by the same travel/accident provisions as at the regular work place when traveling for authorized, job-related purposes on the day the employee is working away from the regular office. The employee is not covered by travel accidents when commuting to and from work on days the employee is working in the regular office or for accidents that may occur when the employee is not on authorized, job-related business.

Work Space Safety and Ergonomics

In order for telecommuting to be successful and cost-effective, the employee is responsible for establishing and maintaining safe and healthful working conditions in the alternative workspace. The employee is responsible for avoiding work that is not normally part of the job when working at the alternative work place (such as heavy lifting) and for taking normal precautions to avoid accidents.

The County is not responsible for any injuries to family members, visitors, and others in the employee's home. Telecommuting employees who permit third parties to enter their home work areas should consider carrying insurance that covers third-party injuries arising out of or relating to the use of the home under a telecommuting policy, and should consult their personal insurance carriers for advice.

Telecommuters shall verify in writing that their home office provides work space that is free of safety and fire hazards and shall agree that Pinellas County will be held harmless against any and all claims, excluding worker's compensation claims, that result from working at the home office.

No employee engaged in telecommuting will be allowed to conduct face-to-face business at his/her home office.

Work Place Inspection

The telecommuter must allow an authorized County representative to inspect the alternate work place to ensure adequate health and safety (ergonomic) conditions, and to inspect County-owned equipment. Twenty-four hours notice will be given.

Work Space

When working at home, the telecommuter is responsible for establishing and maintaining an adequate workspace and for providing a work environment free of interruptions and distractions that would affect performance. It must be a clean, safe, dedicated workspace. The employee must make arrangements with other individuals in the household to establish a good working environment. The employee is responsible for providing adequate care for dependents while the employee is working.

A telecommuter may be required to share space on days when working in the regular office. Coordination of the shared space may be required.

Hours of Work

Employees will work their scheduled hours as specified in the Telecommuting Agreement. Any changes must be communicated to and approved by the employee's supervisor. The telecommuter must submit time sheets, leave requests, etc. just at the employee would do at the regular work location.

The overtime policy extends to telecommuting arrangements. Employees not exempt from the Fair Labor Standards Act must receive compensation for overtime that has been planned, schedules and authorized in advance by their supervisor. Travel time between an employee's home and regular work location is not compensable, even when the employee reports to the regular location on a day scheduled for telecommuting.

Telecommuters, dependent on the computer to perform work assignments, will address computer downtime issues and procedures in the Telecommuting Agreement.

Dependent Care

Telecommuting is not a substitute for child care. Telecommuters must make or maintain dependent care arrangements to permit concentration on work assignments at home.

Expenses

Reimbursable:

Pinellas County will reimburse the employee for job related long-distance telephone expenses incurred by the employee at home. The employee must present an itemized copy of the telephone bill to the supervisor for approval to reimburse.

The Telecommuting Agreement specifies the other business expenses for which the supervisor has authorized reimbursement (e.g. basic office supplies such as paper, pens, fax and computer paper). To be reimbursed for other business expenses that may arise, the employee should seek supervisor approval before incurring them. Office supplies will be provided by the County as needed. Employee's out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's supervisor.

Non-reimbursable:

Any costs related to remodeling and furnishing the home work space.

Commuting expense between telecommuting work location and regular work location.

Household expenses (e.g., heating, air conditioning, and electricity).

Equipment

Equipment includes computers hardware and software, faxes, modems, telephones, etc.

When the equipment needed for telecommuting is not generally available for individual consumer purchase or the equipment is proprietary to the County, the equipment will be provided by the County.

When the equipment needed for telecommuting is generally available for individual consumer purchase the employee will generally be required to supply his/her own equipment for the alternative work site. In some instances, where funds are available, the County may provide equipment.

Depending on the availability of funds, if the volume of telephone calls placed and received at the alternative work site equals or exceeds fifty percent of the work time the County will give consideration to installing and paying for a business phone line at the alternative work site.

Information Security

Regardless of whether telecommuters use either County-provided equipment or their own computer equipment to perform their jobs from home they must abide by County policies covering computer equipment and information security.

County information should be removed from the main office only on a “need to know” basis, and only with supervisory approval. These materials should be secured from non employees when not actually in use, and returned as soon as possible. The supervisor will review computer security instructions before the start of a telecommuting arrangement . They must review the information protection safeguards the employee will implement to protect the equipment and any information stored in it or kept at home. They should also verify that the system will have (and use!) an anti-virus software program to protect the equipment used in the home.

County information and equipment must be protected to approximately the same degree that it would be in the main office. Files and documents should be locked when not in use, and County-owned equipment should not be by anyone other than the telecommuting employee.

County-Provided Equipment

An employee’s supervisor is responsible for determining whether to authorize County-provided equipment for use in an employee’s home. If County-provided equipment is used:

All maintenance will be performed by an authorized person at a County specified location, at County expense. The employee will be responsible for transporting the equipment to the County specified location.

Surge protectors must be used with any County-owned computer made available to the telecommuter.

The County will repair or replace lost, damaged, or stolen equipment provided the employee has taken appropriate precautions to safeguard the equipment.

Employees may use County-provided equipment for personal use but may not allow non-County employees to use it. Personal data should not be stored on the County-owned equipment.

County-owned software may not be duplicated except as formally authorized.

No employee-owned software may be loaded on a County-owned computer.

Employees must return equipment to the County when requested by management or when employment is terminated.

The employee will be liable for any intentional damage to the equipment. He/she will also be liable

for any damage resulting from gross negligence by the employee or any member of the employee's family or household. The employee will also be liable for damage resulting from a power surge if not surge protector is used.

Employee-Owned Equipment

If employee-owned equipment is used:

The employee retains all responsibility for the maintenance, insurance, repair and other costs of the equipment.

County files and information should be kept in separate directories, or separate removable media, and clearly noted as County or personal.

Software which is not owned or licensed by the employee or the County may not run if County data resides on the computer or the computer accesses a County network.

All County information and network connections must be secured when not in use.

Telecommuting Selection Guide

This guide is a self-administered tool that helps individuals evaluate whether or not they are a good candidate for telecommuting and if their job may be appropriate for telecommuting.

Telecommuting Selection Guide

Pinellas County Government

Are you the right kind of worker? Answer the following questions. Be honest with yourself when you answer the questions. If your answers to questions 1 through 8 is “Always” or “Usually,” you’re the kind of employee likely to be successful at telecommuting. (Questions answered “Sometimes” or “Not really” indicate potential problem areas.)

Do you have the right kind of job? *You should be able to check every item under Question 9.*

Do you have the right telecommuter office? *You should be able to check every item under Question 10.*

1. Are you self-motivated and self-disciplined? Can you work independently, with minimal supervision?

Are you productive when no one is checking on you or watching your work?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

2. Do you have strong organizational and time management skills? Are you results-oriented?

Will you remain focused on your work while at your telecommuter office, and not be distracted by television, housework, or visiting neighbors? Do you manage your time and workload well, solve many of your own problems, and find satisfaction in completing tasks on your own?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

3. Are you comfortable working alone?

Can you adjust to the relative isolation of working at the telecommuting office? Will you miss the social interaction at the central office on your telecommuting days?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

4. Are you disciplined enough to leave work at quitting time?

Do you have a self-control to work neither too much or nor too little? Can you set a comfortable and productive pace while working at your telecommuting office?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

5. Are you knowledgeable about your job and the organization’s procedures and policies?

Have you been on the job long enough to know how to do your job in accordance with your organization’s procedures and policies? Do you have well-established work, communication, and social patterns at the central office?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

6. Would you be sensitive to the effect on co-workers of any additional work required of them because of the telecommuter agreement?

Do you have an effective working relationship with co-workers? Have you determined how to provide support to co-workers while working at the telecommuter office?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

7. Are you adaptable to changing routines and environments?

Have you demonstrated an ability to be flexible about work routines and environments? Are you willing to come into the office on a regularly scheduled telecommuting day if your supervisor, co-workers or customers need you there?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

8. Are you an effective communication and team player?

Do you communicate well with your supervisor and co-workers? Are you able to express needs objectively and develop solutions?

☐ Always ☐ Usually ☐ Sometimes ☐ Not really

9. Do you have the right job for telecommuting?

- ☐ Low face-to-face communication requirements with the ability to free up days when communication can be handled by telephone, voice mail or e-mail.
- ☐ Minimal requirements for special equipment.
- ☐ Ability to define tasks and work products with measurable work activities and objectives
- ☐ Ability to control and schedule work flow.
- ☐ Tasks include those that could be done away from the central office such as:

Analysis	Design work	Field visits	Record keeping
Auditing reports	Dictating	Graphics	Research
Batch work	Drafting	Meeting with customers	Telephoning
Calculating	Editing	Project management	Word processing
Data entry	Evaluations	Reading	Writing

10. Do you have an appropriate work environment at the telecommuter office?

- ☐ A safe, comfortable work space where it is easy to concentrate on work
- ☐ The required level of security
- ☐ A telephone (with a separate home office line if required) and an answering machine or voice mail
- ☐ If your telecommuter office is at home, household members will understand you're working and will not disturb you

Signature

Date

Telecommuting Application

The following form is provided for use when an employee wishes to be considered for telecommuting. The employee should provide the completed form to his/her supervisor for consideration.

Telecommuting Application

Pinellas County Government

Name:	
Phone number:	
Supervisor's name:	
Department:	
Justification for Telecommuting	
Why do you want to telecommuter?	
How will it benefit your department and the County?	
Have you done an analysis, based on effective telecommuter characteristics, to determine your potential for telecommuting success? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Schedule	
How many days per week/month do you expect to telecommuter? _____ per _____	
Telecommuter days: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Variable/seasonal	
If variable/seasonal, specify: _____	

Typical telecommuter day schedule: Start _____ Lunch _____ End _____	
Core hours you can be reached at the telecommuter office: From: _____ To: _____	

Tasks	
What types of tasks will you do while you telecommuter? (i.e., planning, reading, budgeting, data entry, word processing, research, customer contacts, analysis, contract preparation, writing)	
How will your performance be measured?	
Telecommuter Office	
Where do you plan to work on telecommuting days?	
Do you have a room or an area at home or at your remote location with privacy that you can dedicate to your use during telecommuting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dependent Care	
If you have dependents requiring care at your telecommuting site, will you arrange for their care during telecommuting hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Equipment	
Check the following items that would be used while you telecommuter. Please specify who would provide it by putting in each box a "T" for telecommuter or a "P" for Pinellas County.	
<input type="checkbox"/> Second telephone line <input type="checkbox"/> Computer <input type="checkbox"/> Telephone calling card <input type="checkbox"/> Surge protection <input type="checkbox"/> Voice mail <input type="checkbox"/> Pager <input type="checkbox"/> Fax <input type="checkbox"/> Software also used at office (specify)	<input type="checkbox"/> Mobile phone <input type="checkbox"/> Modem <input type="checkbox"/> Phone answering machine <input type="checkbox"/> Calculator <input type="checkbox"/> E-mail <input type="checkbox"/> Printer <hr/>
<input type="checkbox"/> Other (specify)	<hr/>

Experience:	
Have you ever telecommuted before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe your experience.	
Employee's Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason(s) for denial:	
Supervisor's Signature	Date
Department Head Signature	Date

Telecommuting Agreement

The following form serves as the agreement between the telecommuting employee and the County. It should be completed and signed by all appropriate parties.

Telecommuting Agreement

Pinellas County Government

This is an agreement between _____ (Department name) of Pinellas County Government and _____ (Employee name).

This agreement establishes the terms and conditions of telecommuting.

The employee volunteers to participate in the telecommuting program and to follow the applicable guidelines and policies. The employer agrees with the employee's participation.

- Duration:** This agreement will be valid until canceled in accordance with policy by either party.
- Work Hours:** Work hours and location are specified as part of this agreement.
- Pay & Attendance:** All pay, leave and travel entitlement will be based on the employee's official work location. The employee's time and attendance will be recorded as if performing official duties at the office.
- Leave:** Employees must obtain supervisory approval before taking leave in accordance with established office procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave.
- Overtime:** The employee will continue to work in pay status while working at the home office. An employee working overtime, ordered and approved in advance, will be compensated in accordance with applicable law and rules. The employee understands that the supervisor will not accept work products resulting from unapproved overtime. The employee agrees that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.
- Equipment:** The supervisor and the employee must agree upon the equipment to be used in telecommuting. The County is not required to provide equipment for the home office; however, with the approval of the supervisor, the telecommuter may be provided county-owned equipment necessary to perform work assignments.
- Maintenance of Equipment:** Equipment provided by the County must be protected against damage and unauthorized use. County-owned equipment will be serviced and maintained by the County. Equipment provided by the employee will be at no cost to the County, and will be maintained by the employee.
- Cost:** The County will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities), associated with the use of the employee's residence. The employee does not give up any reimbursement for authorized expenses incurred while conducting official business for the County.
- Liability:** The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program. In signing this document, the employee agrees to hold the County harmless against any and all claims, excluding workers' compensation claims.
- Workers' Compensation:** The employee is covered by workers' compensation if injured in the course of performing official duties at the telecommuting location.
- Verification of Home Safety:** In signing this agreement, the employee verifies that the home office provides work space that is free of safety and fire hazards. The telecommuter must allow an authorized County representative to inspect the alternate work place to ensure adequate health and safety (ergonomic) conditions, and to inspect County-owned equipment. Forty-eight hours notice will be given.
- Work Assignments:** The employee will meet with the supervisor to receive assignments and to review completed work. The employee will complete all assigned work according to procedures mutually agreed upon with the supervisor.
- Evaluation:** The evaluation of the employee's job performance will be based on established standards. Performance must remain satisfactory to remain a telecommuter. Employees will not be allowed to telecommute while rated at less than satisfactory (good) performance.
- Records:** The employee will apply safeguards which are approved by the employing County department to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the office.

Participation in Evaluation: The employee and supervisor agree to promptly complete and submit telecommuting evaluation materials and to attend periodic group meetings for the telecommuting program.

Ending of this Agreement: The department, the supervisor, or the employee may terminate a telecommuting arrangement at any time, and for any reason, with thirty days notice (less time if mutually agreed upon). If urgent circumstances exist, the arrangement may be terminated with less notice. The employee may stop participating in this program

Work Location: The employee agrees to work at the office or the telecommuting location specified, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action.

Schedule: Number of telecommute days: _____ per week/month (*circle one*).

Telecommute days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

☐ Variable: (*explain*): _____

Typical Telecommute Day: Begin work at: _____

Lunch _____

End work at: _____

Core hours the employee can be reached at the telecommute office: From: _____ To: _____

Tasks: The following are typical assignments to be worked on by the employee on telecommute days:

Performance Measures:

Communication: The employee agrees to use the following communication methods on telecommute days:

☐ Answering machine ☐ Voice mail ☐ Call forwarding ☐ Fax

☐ E-mail ☐ Other: _____

How will calls for you coming into the office be handled?

The employee agrees to retrieve messages at least _____ times per day/hour (*circle one*)

Telecommute Office:

Address

Phone:

E-mail address:

Office Safety/Inspection: The employee must maintain the home/telecommute office to meet health and safety requirements consistent with the main office work environment, and to allow Pinellas County to inspect the home/telecommute office site with appropriate advance notice.

Equipment: The following equipment will be used by the employee in the telecommute office. (*Specify whether equipment is owned by Pinellas County or employee-owned.*)

Other equipment arrangements:

Employee agrees not to use any Pinellas County equipment for private purposes, and to allow family members or friends access to that equipment. Pinellas County is not responsible for private property used, lost or destroyed.

Begin Telecommuting: Telecommuting will begin on: _____

Telecommuting Review: This telecommuting agreement will be reviewed on: _____

Additional Conditions: Additional conditions agreed upon by telecommuter and supervisor/manager:

I have read and understand the telecommuting policies of Pinellas County and agree to abide by and operate in accordance with them and the terms of this agreement.

Employee Signature/Date

Supervisor Signature/Date

Department Head
Signature/Date
