



GRANT COUNTY VOLUNTARY TEMPORARY TELECOMMUTING DUE TO COVID-19

Note: *These conditions for telecommuting must be agreed to by the employee and supervisor and are subject to departmental approval.*

Employee Name: _____ Department _____

The reason for temporarily telecommuting **MUST BE SPECIFIC:** (i.e. caring for a child who is out of school, mandatory quarantine, showing symptoms, out of state travel, directive from work, etc.)

REASON: _____

My position is: Salary Hourly

My telecommuting arrangements will begin on (effective date): _____ and end on _____.

I will work at the following location(s): _____
I have ample space for a designated workstation, (i.e., chair, table, desk, etc.), to place my equipment and is conducive for working comfortably and safely.

I will telecommute _____ days per week or _____ hours per week.

My specific weekly schedule will be: _____

My telecommuting work hours will be from _____ a.m. to _____ p.m.

I can be contacted by the following phone number _____
[] County provided cell phone [] Personal phone number

1. I will test telecommuting by accessing my home network/wireless and connecting to the Grant County VPN.
2. Grant County **requires** no less than 10 Mbps internet connection and recommends 25 Mbps per speeds shown by fast.com.
3. Grant County does not recognize Hughes Net as an internet service provider that is compatible with telecommuting.

I understand the requirements as stated above. My Internet Service Provider is _____.

I will be using county-owned equipment, at the work location shown above and understand that I am responsible for said equipment, as stated in the County's Voluntary Temporary Telecommuting

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Arrangement.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with my supervisor. (Supervisors may attach a specific written statement of job assignments and additional expectations if desired).

Employees are reminded during working hours they must comply with all existing policies as defined in the Grant County Employee Handbook including meal/break periods, confidentiality, and electronic communications. Work hours are not expected to change during the telecommuting program. Non-exempt Employees are required to track all work hours in accordance with County policy. If overtime is anticipated, non-exempt Employees must obtain prior approval from their Department Head or direct supervisor prior to accruing overtime in accordance with County policy.

If technical support is needed with county owned hardware and/or software, please create a ticket with the Grant County IT Helpdesk. Information Technology Department will not be able to support your home network / wireless / Internet.

Telecommuting Equipment Policy:

- The County may provide a computer, modem, software and other equipment that it determines is necessary for Employee to do his or her job. All items will remain the property of the County and must be returned to the County in good working condition upon request, including but not limited to such cases as Employee's extended illness, resignation, transfer, termination, or if the telecommuting arrangement terminates.
- The County may choose to allow Employee to use personal equipment. The decision as to the type, nature, function, and/or quality of the equipment shall rest entirely with the County. The County has the right to install diagnostic and performance monitoring software on personal equipment if deemed necessary by the County. The County shall not assume liability for loss, damage, depreciation, or wear and tear of Employee-owned equipment. It is Employee's responsibility to contact his or homeowner's insurance carrier to find out to what extent his or her policy covers the personal property.
- Computer access to County systems, if needed, must be approved by Employee's Department Head or direct supervisor prior to beginning the telecommuting arrangement.
- County equipment is for business purposes only. The equipment must not be used by family or friends. The County owned software may not be duplicated except as formally authorized in advance and provided Employee agrees to comply with all terms and conditions of software licensing agreements.
- The security of County property in Employee's remote work location is as important as in the office. Employee is expected to take reasonable precautions (such as maintaining current computer virus protection) to protect the equipment from theft, damage, or

misuse. In addition, Employee is responsible for any damage to County property that is the result of Employee's negligence or misuse.

- It is Employee's responsibility to determine from his or her homeowner's or renter's insurance carrier whether the liability coverage afforded permits telecommuting work in Employee's home. If it does not, Employee must arrange to have such coverage provided at Employee's expense. Additionally, as noted above, it is Employee's responsibility to assure that his or her insurance covers both the County and any personal equipment used for business in your home. Payment for such insurance is the sole responsibility of the Employee.
- In the event of County equipment failure or malfunction, Employee must notify his or her manager to ensure immediate repair or replacement of such equipment. In the event of delay in repair or replacement of County or personal equipment, or any other circumstances in which it would be impractical for Employee to work at home, Employee will be assigned to work in the office. When using Grant County equipment or software, the employee agrees to follow all software-licensing provisions agreed to by Grant County.
- The County may pursue recovery from the employee for any county property deliberately or negligently damaged or destroyed while in employee's care, custody, and control.
- The County is not responsible for private property used, lost, damaged, or destroyed.
- Meetings with clients and/or visitors conducting business with Grant County will be held at County facilities unless otherwise directed by the Department Head.
- The employee agrees to comply with policies regarding computer use and electronic communication.

Other Conditions:

Employees may, at the discretion of their Department Head or direct supervisor, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements. This agreement may be terminated at any time. Employee understands that his or her participation as a telecommuter is entirely voluntary. Telecommuting is available only to eligible employees, at the County's sole discretion. Telecommuting is not an employee benefit intended to be available to all employees. As such, no employee is entitled to, or guaranteed the opportunity to telecommute. Either party may terminate Employee's participation in the telecommuting program, with or without cause, upon reasonable notice to the other party. If the telecommuting program is terminated, Employee will be required to perform his or her job duties at the office location. If Employee fails to return on the expected date, Employee will be considered to have voluntarily resigned his or her employment with the County. The County will not be held responsible for costs, damages or losses resulting from cessation of participation in the telecommuting program. This Agreement is not a contract of employment and may not be construed as such.

Salary, Job Responsibilities, Benefits: Employee's compensation, job responsibilities, career opportunities, and other benefits will not be impacted because of Employee's election to participate in the telecommuting program.

Policies and Procedures: All County's policies and procedures, including those governing employee conduct, performance, and safety, are in full force and effect during work hours.

Communications: All communications created, sent or retrieved over the Internet or on the County's electronic system are the property of the County, and should not be considered private. The County reserves the right to retrieve and read any message composed, sent or received on its equipment or electronic mail system.

Worker's Compensation: The County will be responsible for any work-related injuries under the applicable state's Workers Compensation laws, but this liability is limited to injuries directly from work and only if the injury occurs in the designated work area. Any claims will be handled according to the normal procedure for Worker's Compensation claims.

Liability for Injuries: Employee must immediately report to his or her manager in writing any injuries related to work Employee does for the County in his or her designated work area. Employee must also contact The County Personnel Director to report his or her injury.

Employee understands that he or she remains liable for injuries to third persons and/or members of Employee's household that occur in the designated work area or outside the designated work area.

Employee agrees to defend, indemnify and hold harmless the County, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with, any injury to persons (including death) or damage to property, directly or indirectly, by the services provided herein by Employee or by Employee's willful misconduct, negligent acts or omissions in the performance of the Employee's duties and obligations under this Agreement.

Job Performance: All County policies, including those relating to job performance, remain in effect. That means that Employee's performance will be monitored by his or her manager and Employee will be expected to comply with any and all productivity and quality standards that are applicable to Employee in the office. Disciplinary action, up to and including termination of employment, may result for failure to meet established or expected performance standards.

Dependent Care: Telecommuting is not a substitute for dependent care. Employee shall not be available during their agreed upon work hours to provide dependent care. It is Employee's

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responsibility to ensure that he or she is fully able to complete his or her work assignments in an acceptable and timely manner.

Income Tax: It is Employee's responsibility to determine any income tax implications of maintaining a home office or a remote work location. The County will not provide tax guidance nor will the County assume any additional tax liabilities. Employee is encouraged to consult with a qualified tax professional to discuss income tax implications.

By signing below, I am indicating I have read the Grant County Voluntary Temporary Telecommuting Arrangement and agree that the telecommuting work schedule complies with Grant County policies and procedures, Fair Labor Standards Act (FLSA), and state regulations. I understand this telecommuting arrangement may be terminated at any time by my employer.

I further understand that inappropriate internet or county computer use found while monitoring or servicing county property will be reported immediately to the department head for further investigation. This includes personal shopping sights, personal social media, personal email, etc.

Employee Name: _____

Employee Signature: _____ Date: _____

Approval:

Supervisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

IT Director Signature: _____ Date: _____

A signed copy of this form must immediately be sent to the Grant County Personnel Department for tracking purposes. (via fax, email, drop off, etc.)

County Board Chair Approval 03 19 20
by Emergency Authority