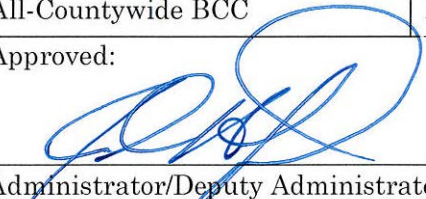


Okaloosa County Board of County Commissioners



Administrative Directive

Title: Temporary Telework Policy		
Special Order #: BCC CAO-20-04	Effective Date: 03/25/2020	Amends: N/A
Organizational Unit: All-Countywide BCC	PDMS Index #: BCC CAO 20-0X	Accreditation Standards: N/A
Approved: 		
Administrator/Deputy Administrator		Chairman of the Board

I. Purpose:

This temporary teleworking policy is designed to provide employees of Okaloosa County an alternative to work that is normally performed on-site by allowing eligible employees to work at home or at an alternate work site.

II. Policy:

1. This policy applies to Okaloosa County employees. This policy does not pertain to performance of required work duties away from the official work location and outside of established work hours on an occasional basis and sporadically working away from the official work location during some portion of the established work hours.
2. Teleworking arrangements may be granted during times of organizational need as designated by the County Administrator or his/her designee on a temporary and revocable basis and may be discontinued by the approving authority at any time and for any reason.
3. In making teleworking arrangements, both the manager and the employee must be mindful that the program is designed to provide employees with a way to continue to complete work for the County in times when their normal work location may not be available. These opportunities will be initiated by direction of the County and may be limited on requirements and standards as established by the County IT Department.

III. Authority:

Okaloosa County Human Resources Policy Manual Chapter XXIV – HEALTH CRISIS MANAGEMENT POLICY, Section A – Pandemic Disease/Virus
Executive Order 20-83 State of Florida

IV. Definitions:

Approving Authority: The County Administrator is the approving authority for all telework employees.

Official Work Location: The office to which the employee is assigned.

Teleworking: A work arrangement whereby employees are permitted to perform specific duties and responsibilities of their positions through the use of computers or other devices and equipment at an approved teleworking work location.

Teleworking Work Location: A designated work location place apart from the employee's usual place of work.

V. General Provisions:

1. Work characteristics considered for teleworking include, but are not limited to:
 - a) a high amount of time spent communicating via telephone and/or personal computer;
 - b) a high degree of independence and control of scheduled work assignments;
 - c) limited need for in-office reference material or individuals;
 - d) limited need for physical security of data;
 - e) job duties that are measured quantitatively; and
 - f) clear objectives for each work product.

2. Work characteristics that are not considered for teleworking include, but are not limited to:
 - a) need to closely supervise the work of others;
 - b) compromised efficiency when the employee is not present at the official work location; and
 - c) frequent supervision, direction or input required from others who are at the official work location.

3. Individual characteristics that generally make good teleworkers include, but are not limited to:
 - a) self-motivated;
 - b) successful performance evaluations;
 - c) history of dependability;
 - d) function independent of direct supervision;
 - e) well organized, with good time management skills;
 - f) has an appropriate home work site that includes privacy and lack of distraction;
 - g) has adequate level of job skills and knowledge; and
 - h) has demonstrated good work habits.

- i) has the required technological devices and supplemental programs/safe guards in place in order to conform to the standards as established by the County IT Department.
- 4. Teleworking may be approved during an emergency. Requests for an extended teleworking schedule, based on unique and compelling circumstances, may only be approved by the County Administrator.
- 5. Teleworking is not intended to permit employees to have time to work at other jobs or participate in private interests outside the scope of County business. Failure to fulfill normal work requirements, both qualitative and quantitative, during scheduled working hours on account of other employment or external activities may be cause for disciplinary action, up to and including termination.
- 6. Employees are prohibited from conducting face-to-face County business at the teleworking site.
- 7. Employees are covered under the Worker's Compensation Law if injured in the course of performing official duties at the teleworking location during the employee's defined work period. Worker's compensation will not apply to non-job-related injuries that might occur at the teleworking location.
- 8. The teleworking agreement is not an employment contract or a guarantee of employment and is not to be construed as such. Okaloosa County is an "at will" employer.
- 9. Failure to comply with the provisions of the teleworking agreement may result in termination of the agreement and/or disciplinary action.

VI. Procedures:

- 1. Teleworking Agreement - The Agreement establishes the respective obligations of the parties under the teleworking program. It is the responsibility of the manager to ensure that the agreement is completed in all respects for approved requests.
- 2. Termination of an employee's participation in the teleworking program is not, by itself, grounds for a complaint or subject to appeal.
- 3. Manager's Responsibilities
 - a) Upon approval of the teleworking agreement by the approving authority, the manager is required to:
 - i) Establish clearly defined work assignments and expectations with the employee.
 - ii) Maintain and update a list of teleworking equipment (such as the telephone, computer hardware, software manuals, etc.) loaned to the employee and secure such equipment at the expiration of the employee's participation in the teleworking program.
 - iii) Monitor the quality and quantity of work products and document performance on a regular basis but no less than a biweekly basis. Managers may use the Okaloosa County Telework

Monitoring Form to document monitoring activities or use an appropriate substitution. Additionally, the manager should monitor the employee's availability during the workday and the employee's attendance at required meetings, conferences, etc.

- iv) Work through problems and/or obstacles that may arise; measure performance by results rather than through direct observation.
- v) Provide regular feedback on performance.
- vi) Modify the teleworking agreement, as necessary as a result of County needs.

Return the approved teleworking agreement to Human Resources. The original will be maintained by HR in the employee's file. Copies of the agreement may be made by the employee and manager for their reference.

4. Employee Responsibilities

- a) Upon approval of the teleworking agreement by the approving authority, the employee is required to:
 - i) Comply with all Okaloosa County rules, policies, practices, instructions, teleworking guidelines, and the Teleworking Agreement with the understanding that violation of such may result in cancellation of the teleworking agreement and/or disciplinary action, up to and including termination of employment.
 - ii) Remain accessible during designated work hours.
 - iii) Maintain and submit time worked through approved and acceptable time sheets, to include obtaining proper approval for any time work in excess of the normal work day of the employee.
 - iv) Maintain all equipment, records, and materials provided by the County, all of which shall remain the property of the County.
 - v) Take responsibility for official documents; any loss of these documents that is attributable to the employee's negligence shall subject the employee to appropriate disciplinary action.
 - vi) Understand that all obligations, responsibilities, terms and conditions of employment with Okaloosa County remain unchanged.