## **Wood County Board of Developmental Disabilities**

## **PROCEDURE**

Procedure #:

02-ALL-ALL-0892 (HR)

Subject:

Telecommuting

Effective Date: Person Responsible:

03-16-2020 Superintendent Last Revision:

12-11-2020

Approvals/Date:

Superintendent WCBDD

Date

Department Director

Date

The following definitions will apply:

<u>Telecommuting</u> - A work arrangement in which supervisors direct or permit employees to perform their job duties from a workplace other than their assigned office, including their home.

Workspace - The agreed upon location in the telecommuting agreement.

- An agreement to work from home is initiated by a supervisor who believes a particular job function may benefit from this
  accommodation. The supervisor will complete the Telecommuting Agreement with the employee. The number of days
  working from home must be agreed upon by the supervisor. The documents will be sent to the Superintendent for a final
  decision. The superintendent and/or supervisor of the employee has the right to withdraw the telecommuting privilege
  at any time.
- 2. Working from home is dependent upon the position requirements of the employee. No conflicting commitments (i.e. sick family member, childcare) may occur while the employee works from home. It is not appropriate to combine home-based working with dependent care. Employee's must make appropriate arrangements for the care of dependents from the monitoring and reporting of the employee. Alternative works hours may be acceptable with supervisor approval.
- 3. Working hours and location must be agreed upon by the employee and their supervisor. A contact telephone number and availability must be established prior to the telecommuting period start date. It is the duty of the supervisor to determine the monitoring and reporting of the employee. Specific projects or tasks must be agreed beforehand.
- 4. Any equipment provided by the Wood County Board of Developmental Disabilities for the purposes of working from home will be inspected and maintained by the Wood County Board of Developmental Disabilities. The employee is required to take reasonable care of all equipment, keep it secure, use it in accordance with operating instructions, and abide by the Computer Procedures.
- 5. The telecommuting workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information. Any material or equipment provided by the Board shall not be removed from the workspace while the employee is teleworking. While teleworking, employees must take the following steps to preserve the security and confidentiality of WCBDD information.
  - Keep confidential documents and materials in secure locations while performing duties.
  - b) Maintain password protection to the same extent as required at the workplace.
  - c) Keep confidential documents and records securely stored while not in use.
  - d) Remote connections to WCBDD's network must be via WCBDD approved systems (laptops, PCs, tablets, etc.).
  - e) The employee shall immediately report any suspected hacks or breaches of security to the Appointing Authority and the IT Department.
- 6. Working from home may affect the provisions of any home contents insurance. Employees are advised to inform their insurers prior to commencing work at home. Personal computer equipment must be insured in accordance with the Wood County Board of Developmental Disabilities insurance policies.
- 7. Wood County Board of Developmental Disabilities has a duty to protect its staff's health and safety at work in accordance with the provisions of the Health and Safety Act 1974 and the regulations made under it. Employees are required to comply with the board policies and take reasonable care of their own health and safety. In the event the employee working from home should become sick during this time, normal sickness reporting in according to the sick leave procedure 0190 must be followed.
- 8. Employees working from home are required to attend all in-person work-related meetings and classes they are scheduled to attend or instruct, as directed by their supervisor or the superintendent. Employees approved to work from home may be required by their supervisor to report to work to ensure minimal staffing/coverage at the Board during normal working hours.
- Work related travel expenses are paid according to the Board policy.

- 10. Employees working from home are covered under the workers' compensation law for injuries occurring in the course and arising during the performance of their duties at their designated office or remote workplace. The supervisor and employee are required to follow the Board's procedure regarding the reporting of injuries for employees injured while at work.
- 11. Employees are responsible for furniture, heating, lighting, and internet technology. A laptop will be provided by the board for those employees that are approved to telecommute and are not assigned a surface pro as part of their essential job functions. If the employee uses his/her high-speed internet connection at home, it must be a password secured connection. The Board will not be liable for damages to an employee's personal or real property during performance of official duties in the employee's residence.

This telecommuting arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees shall comply with all Board policies, procedures and performance standards.

Employees shall not work for other employers during work hours for which the employee is compensated for telework. Departments may have addendums to address their specific telecommuting needs.

The Board retains the right to investigate alleged abuse of this telecommuting procedure. Failure to comply with any aspect of this procedure may result in disciplinary action.

**Disclaimer**: The Superintendent reserves the right to make amendments as needed to this procedure which will be effective immediately.

References:

Ohio Law - Section 1737.30

ORC 5123:1-2

Policies:

01-ALL-ALL-2017

Procedures:

02-ALL-ALL-0845 (CP), 02-ALL-ALL-0580 (CP), 02-ALL-ALL-0846 (CP), 02-ALL-ALL-0871,

02-ALL-ALL 0190 (HR)

Forms:

03-ALL-ALL-1010