**Remote Work Policy**

**KWORCC Policies for Counties**

**(e.g. Working From Home)**

**Explanation:**

Remote and hybrid work is becoming increasingly common and allows KWORCC Members to retain valuable employees as well as create efficiencies in the work process. However, there are special considerations that need to be considered when an employee is engaged to perform work duties outside of the regular county facilities.

**Therefore, KWORCC recommends that each Member adopt the following policy:**

**Policy Statement**

Remote and hybrid work arrangements allow county employees to fulfill some or all their duties from an off-site location. Approval for such arrangements is granted at the discretion of the county and is subject to ongoing and periodic review. This policy provides guidance to define eligibility for remote and hybrid work arrangements.

This policy outlines guidelines for employees who work from home or another off-site location for some or all their hours worked (“Remote Work”). All Remote Work must receive prior approval from the county. The determination of staff members' eligibility for remote work will be made in accordance with county policy and the needs of the county. Remote Work does not change the terms and conditions of employment with the county, except as approved by the county.

Employees may work remotely on a permanent or temporary basis depending on business needs. Employees may also work remotely every day or only some days during the week.

Employees must indicate the primary working address from which they will be working remotely. **All employees who perform Remote Work must do so at a location within the state of Kansas.**

Expectations for timely completion of work, meeting attendance, responsiveness and other performance criteria are the same for Remote Work and on-site staff members.

**Term**

The county may designate a term or length of time for the Remote Work arrangement. Regardless of the term, the Remote Work arrangement may be discontinued at any time at the request of either the remote worker or the county. Every reasonable effort will be made to provide adequate notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a remote work arrangement.

**Eligibility**

Unless circumstances require a waiver, employees requesting Remote Work arrangements must be employed with the county for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record. The county reserves the right to create positions which are strictly designed for Remote Work.

Before entering into any Remote Work agreement, the employee and manager will evaluate the suitability of such an arrangement, considering each of the following:

* **Employee suitability.** The employee and manager will assess the needs and work habits of the employee.
* **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a Remote Work arrangement.
* **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate work location.

If the employee and manager agree, a Remote Work Agreement will be signed by both parties. An example is attached.

# Guidelines for Remote Workers

To ensure the best possible performance and comfort, KWORCC recommends that employees working remotely to:

* Choose a quiet and distraction-free working space.
* Have an Internet connection that’s adequate for their job.
* Dedicate their full attention to their job duties during working hours.
* Adhere to all meal and rest break and attendance schedules required by the county and in compliance with state law.

# Compliance with Policies

Remote employees must follow all county policies including, but are not limited to, the following:

* + Attendance
  + Social media
  + Confidentiality
  + Data protection
  + Employee code of conduct
  + Anti-discrimination/anti- harassment/equal opportunity
  + Safety
  + Dress code when meeting in-person or by video with customers, vendors and other County employees.

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# Equipment and Expenses

The county may in its sole discretion provide employees working remotely with equipment necessary for employees’ job duties at the discretion of the county. Examples include computer equipment, county-required software and other desktop equipment which will add to the efficiency of the remote worker.

All equipment provided to remote workers is owned by the county, and the county reserves the right to monitor such property located at the Remote Work location.

Specifically, employees working remotely must:

* + Keep their equipment password protected
  + Store equipment in a safe and clean space when not in use
  + Follow all data encryption, protection standards and settings
* Refrain from visiting untrustworthy or suspicious sites
* Only download authorized software with prior approval
* Keep confidential information in secure locations or stored in password protected computer device

Remote employees will receive expense reimbursement to cover reasonable and necessary expenses incurred by remote workers.

Upon termination of employment, all county property will be returned to the county.

**Safety**

Employees are expected to maintain their remote workspace free from safety hazards. The county may provide each remote worker with a safety checklist to be completed when the workstation is set up and periodically thereafter. Injuries sustained by the employee in a home office location and in conjunction with regular work duties are normally covered by the county’s workers' compensation policy. Remote workers are responsible for notifying the employer of such injuries immediately.

**Childcare or Eldercare**

Remote work is not designed to be a replacement for appropriate either childcare or eldercare. Although an individual employee's schedule may be modified to accommodate their childcare or eldercare needs, the focus of the arrangement must remain on job performance and meeting county demands. Prospective remote workers are encouraged to discuss expectations of Remote Work with family members prior to entering a trial period. ￼

**Remote Work Agreement**

The undersigned county employee certifies that he or she has read the attached Remote Work Policy and agrees to the duties, obligations, responsibilities and conditions for remote workers described in the policy. I understand that I remain subject to all the county internal policies including, but not limited to, policies relating to technology, confidential information, harassment and discrimination prevention and safety.

The undersigned county employee agrees that, among other things, he or she is responsible for following the remote work schedule, taking proper measures to secure county information, assets and systems and maintaining the remote workspace in a safe manner.

The undersigned county employee understands that the county may at any time withdraw permission to work remotely and to change any or all of the conditions under which the employee is permitted to work remotely. Also, the employee may at any time discontinue working remotely.

The undersigned county employee acknowledges receipt of the following equipment:

The undersigned county employee understands and agrees that all county policy regarding the proper maintenance of office equipment applies to any such equipment in the employee’s possession at a remote worksite and that county-owned equipment shall be used only for work-related activities. At the end of the employment relationship or termination of this Remote Work Agreement, the undersigned county employee agrees to immediately return this equipment and shall be responsible to pay for any county-owned equipment that is not returned.

The undersigned county employee understands that the county may monitor any such equipment.

**The undersigned county employee has reviewed the Remote Work Policy with his or her supervisor and understands its contents and understands that this policy may be altered or terminated at any time.**

County Employee Signature: Date:

County Supervisor Signature: Date:

County Employee Address: (where majority of Remote Work will be performed)