

PERSONNEL

Employee Teleworking

Definition

Teleworking is defined as job duties performed during an employee's typical working hours at an employee's home. Employees normally work in an assigned business location. Teleworking is defined as job duties that are performed from an employee's home with the permission of, and at the direction of, a supervisor.

An employee may only telework for a predetermined time period, to fulfill a specific task or assignment designated by the employee's supervisor and approved by the Unit Manager and/or Deputy/Associate Superintendent or designee.

Applicability

The teleworking is only available to Management/Supervisory, and Professional/Confidential employees. If granted, teleworking does not create an entitlement to telework. Telework may be granted based on program and department needs as determined by the El Dorado County Office of Education and the employee's performance evaluations.

Jobs suitable for teleworking are characterized by clearly defined tasks and work products. A teleworker's performance is measured by product results, not work location.

Each teleworking arrangement will be jointly agreed between the supervisor and employee with approval by the Unit Manager and/or Deputy/Associate Superintendent (Exhibit). Teleworking is voluntary and may be terminated at any time, at will, by either El Dorado County Office of Education or the employee.

Teleworking does not change the basic terms and conditions of employment as an employee of the El Dorado County Office of Education.

Responsibilities

El Dorado County Office of Education provided equipment, supplies or software at home is not an entitlement of teleworking. Teleworkers may be expected to provide teleworking equipment such as computer, modem, printer and telephone access line at their own expense. El Dorado County Office of Education does not assume any liability for loss, damage or wear of employee-owned equipment nor its technical support.

At the County Superintendent's discretion, teleworking equipment, internet access, supplies or software may be provided. Such equipment and/or software will remain the property of El Dorado County Office of Education and is insured under the El Dorado County Office of Education liability policy. However, the employee's homeowner's policy will incur primary responsibility for theft or vandalism. Damage to equipment and/or software due to negligence is the employee's responsibility.

Employees who work at home will take all precautions necessary to secure proprietary information in their home and prevent unauthorized access to any El Dorado County Office of Education system from their home.

Teleworkers are required to have a designated work space maintained by the employee.

The employee has the responsibility to maintain his/her home work space in safe condition, free from hazards or other dangers. The employee agrees that El Dorado County Office of Education reserves the right to visit the employee's home work space for the purpose of determining that it is safe and free from hazards. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

Teleworking is not an alternative to El Dorado County Office of Education's established leave provisions, e.g., sick leave and family care. Teleworkers who work at home will manage dependent care and personal responsibilities in a way that allows them to successfully fulfill job responsibilities.

Telework Handbook and Agreement

Specific details of the telework policy is provided in the Telework Handbook and Agreement.

Approved: 9-19-17

EXHIBIT A –TELEWORK AGREEMENT

Employee

EI Dorado County Office of Education

Name: _____

Telework Location:

(Street Address) (City) (Apt#)

(Telephone) (E-mail)

- This is my residence
 Other location (identify)

Placerville, CA 95667
530-295-9227

(Supervisor/Manager Name)

(Supervisor/Manager Telephone)

(Supervisor/Manager E-mail)

Telework Schedule:

Check regular work days & note start and finish of work hours.					
<input type="checkbox"/> Weekly basis:		<input type="checkbox"/> Monthly basis:		(Indicate work dates and hours here, if not covered in table)	
Days	M	Tu	W	Th	F
Hours: (start)	_____	_____	_____	_____	_____
To: (finish)	_____	_____	_____	_____	_____

EDCOE Assets to be Used at Remote Work Site:

Description	I.D. Number
EDCOE Information Systems to be accessed from remote work location (if any):	

I have read, understand, and agree to abide by the EDCOE Telework Program Policy and Procedures. I also understand that my use of any EDCOE and/or personal computing equipment for EDCOE Telework may be reviewed by EDCOE and lead to disciplinary action. I have completed and certified the Safety Checklist/Acknowledgement. I have met with my supervisor and discussed my role in, the conditions under which I remain, and the termination process of teleworking for EDCOE.

Signed: Employee Signature _____ (Date) _____

Supervisor Signature _____ (Date) _____

Program Manager Signature _____ (Date) _____

EXHIBIT A –TELEWORK AGREEMENT (Continued)

- Supervisors must approve in advance the use of vacation, time off, or other leave credits, as well as any overtime work.
 - A teleworker must forgo telework when their physical presence is required at an EDCOE work site on a regularly scheduled telework day. Directors and/or supervisors should provide reasonable notice whenever possible. The teleworker may be required to report to an EDCOE work site without advance notice.
-

EDCOE may reimburse teleworkers for business expenses necessary for performing work assignments.

- ▶ All such reimbursements must be pre-approved in writing.
 - ▶ EDCOE will not be liable for telework expenses not identified in the telework arrangement.
 - ▶ Teleworkers must return EDCOE owned equipment to EDCOE for maintenance and repair.
 - ▶ Teleworkers should submit a Travel Expense Claim along with receipts, bills or other verification of expenses pursuant to travel expense claim procedures.
-

EDCOE may pay for the following expenses related to work assignments:

- ▶ EDCOE issued cellphone and usage.
- ▶ Maintenance and repairs to EDCOE/EDCOE owned equipment.
- ▶ Internet service not to exceed \$_____.

Teleworkers will submit claims on a Travel Expense Claim along with receipts, bills or other verification of expenses.

*EDCOE **will not** pay for the following expenses:*

- ▶ Maintenance or repairs of privately owned equipment.
 - ▶ Utility costs associated with the use of the computer or occupation of the home.
 - ▶ Equipment and office supplies (these should be requisitioned through the program office).
-

Additionally:

- Teleworkers must be available by phone or e-mail during their designated work hours.
- The teleworker will carry out the steps required for information security. The teleworker agrees to consult with his/her supervisor when security matters are an issue.

Initials: Teleworker _____ (Date) _____ Director _____ (Date) _____
