

**CALHOUN COUNTY  
POLICY STATEMENT**

**COVID-19 RESPONSE**

<b>SUBJECT:</b>  Temporary Telecommuting Policy	<b>DATE APPROVED:</b>  5/21/2020	<b>EFFECTIVE:</b> Immediately	<b>POLICY NO.</b> n/a
		<b>REPLACES:</b> n/a	

- I. **PURPOSE:** Calhoun County’s commitment to responsive leadership includes providing a safe, healthy, and productive work environment for employees, as well as protecting the public being served, during public health emergencies. This policy allows for the Administrator/Controller to implement measures to safeguard the welfare of its employees and the public, while maintaining County government and Court operations in the most effective and efficient manner.
  
- II. **RESPONSIBILITY:** The County Administrator/Controller is responsible for the administration of this policy.
  
- III. **POLICY:** Calhoun County is allowing temporary telecommuting arrangements for employees whose job duties are conducive to working at home. However, there are positions throughout Calhoun County that may require the employee to be physically present at the workplace, such as critical infrastructure workers, employees with customer service duties, etc... Department Heads/Elected Officials are responsible for determining which employees in their departments may be able to telecommute based on job duties/descriptions, availability of telecommuting equipment and resources, as well as the employee’s ability to effectively perform remote work. Telecommuting/remote work arrangements are expected to be short-term and Calhoun County will continue to monitor guidance from health officials about the need for remote work arrangements. The following provisions and rules shall apply for employees that have been approved for temporary telecommuting/remote work:
  1. Employees should not assume any specified period of time that telecommuting work will be available and Calhoun County may require employees to return to regular, in-office work locations at any time.
  
  2. While telecommuting, employees shall:
    - remain accessible at any time during their work schedule;
    - check in with their supervisor to discuss status and open issues;
    - be available for teleconferences, phone calls, meetings, as scheduled;
    - be available to come into the office if a business need arises;
    - request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee’s regular work location;
    - Employee’s duties, obligations, job responsibilities, and standards of performance remain the same as when working at the regular County work site;

- Employees shall follow the IT Acceptable Use policy while using County information technology resources at their remote work site;
- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Telecommuting employees are responsible for notifying the employer of any injuries in accordance with the workers compensation policy;
- The employee is liable for any injuries sustained by visitors to their home worksite;
- All County property issued and utilized by the employee will be returned to the County premises at the end of the telecommuting arrangement;
- Hourly employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked just as in the workplace. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor.
- Supervisor approval is required in advance of working any overtime hours (if employee is hourly, non-exempt);
- The supervisor reserves the right to assign work as necessary at any time, and;
- Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or loss of telecommuting privileges.

IV. **SUMMARY:** Calhoun County is committed to providing for the health, safety, and wellbeing of its employees, while maintaining County government and Court operations in the most effective and efficient manner.