



DuPage County  
**Telework Agreement**

The following constitutes an agreement on the terms and conditions of telework between:

DuPage County & \_\_\_\_\_, henceforth referred to as  
“the employee”.

### **Term**

The Agreement is in effect from \_\_\_\_\_ to \_\_\_\_\_. It may be extended beyond this period if agreed to by DuPage County and the employee. If extended, this agreement should be reviewed and modified as necessary.

### **Policies**

The employee agrees to abide by all County rules and policies, including Human Resource policies, information Technology policies, the intellectual property rights of the County, and applicable collective bargaining agreements.

The employee should be familiar with the following policies and guidelines:

- Telework Policy
- Information Technology Resources and Acceptable Use Policy 8.1
- State of Illinois Local Records Act

### **Requirements**

The employee is required to acknowledge the policy through the Intranet Portal as provided by the Human Resources Department.

If the employee will be teleworking from a home office, the employee and manager must complete the Home-Office Checklist Form to ensure the home office meets the guidelines of the Telework Policy.

## Work Location & Hours

The employee's telework location is: \_\_\_\_\_

The employee is approved to telework:

- Occasionally upon approval of manager – no regular telework schedule
- On a regular telework schedule

The employee is scheduled to telework the following days:

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

The employee's core hours on telework days when they are available to manager and coworkers are:

\_\_\_\_\_ to \_\_\_\_\_

Describe any additional or alternative work arrangement:

In the event the County office is closed due to weather or other emergency, the employee is to continue working from the telework location until instructed otherwise by manager.

The employee must be able to respond to County needs, in person, at their supervisor's request within a reasonable time frame.

## Specific Job Tasks

If telework is limited to specific tasks, projects, or types of work describe them here.

## **Compensation & Benefits**

Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits shall not be affected by the telework arrangement.

Hourly employees (non-exempt) may not work overtime from the telework location without prior approval from their manager. With such approval, overtime will be paid at the standard overtime rate. Without approval, overtime will not be paid.

## **Communication**

In order to maintain close communication and standards of professionalism while working from a remote location, the telework employee shall:

- Notify their manager, coworkers, and receptionist of any change in the posted telework schedule
- Be available to manager and coworkers by telephone and email during core hours
- Return calls and emails in a timely manner
- Any required communication with manager – such as daily contact or daily logs, if requested
- Have office calls forwarded to the remote site or cellular phone
- Answer the telephone professionally during core hours

The telework employee will agree with their manager on a plan for receiving assignments, returning assignments, and reporting to the manager on telework days.

The employee will maintain contact with their work unit and colleagues, including attending meetings on telework days when requested to do so by their manager.

## **Equipment & Expenses**

The employee and manager shall determine the minimum equipment and software necessary for the employee to complete assignments from the remote location in a timely, efficient, and professional manner. In determining which equipment (if any) shall be provided by the County, the manager may consult other departments within the County as to appropriateness and availability. Any equipment provided by the County must be properly inventoried and listed in this agreement, and this agreement must be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any County property upon request.

The County will maintain all equipment owned by the County. The employee will not perform maintenance or repairs on County-owned equipment without prior approval. The employee will be required to bring in all County owned equipment that needs servicing. The employee is responsible for all maintenance and repairs of employee-owned equipment.

Only County-owned software may be installed in County-owned equipment. The employee may not install or download any other software.

All software used for telework, whether owned by the County or the employee must be properly licensed by the software manufacturer.

The employee is responsible for ongoing operating costs, such as telephone service fees, Internet fees, utility costs, homeowner's or renter's insurance and furniture or equipment rental fees. The County will normally reimburse travel, and shipping expenses as per the standard employee expenses policy.



## **Information Security**

The employee working from an alternate work location will follow all procedures outlined in the County's Technology resources acceptable use policy (8.1). In addition, teleworkers must ensure the following:

- The protection of County data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite
- That approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions
- That flash drives or other portable drives are scanned for viruses before used for uploading or downloading data
- Sensitive information in hardcopy form is returned to the office or shredded
- All work should be saved to the county network or other approved location according to County procedures
- The employee agrees to follow the County's guidelines pertaining to the handling of public records

## **Intellectual Property**

Products, records, documents, inventions and discoveries made while teleworking are the property of the County. The employee is expected to comply with the County's policies regarding inventions and copyrights regardless of the work location or whether work was performed on equipment owned by the County or the employee.

## **Safety**

The employee confirms that they have a suitable place to work at the alternate work location and that to the best of their knowledge the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment.

The alternate work location is considered an official County worksite for purposes of worker's compensation. The employee must report any injury to their manager immediately. Worker's compensation does not cover accidents to family members or other third parties at the telework site.

## **Limitations**

Teleworkers must observe the following limitations when working from the telework site:

- Employees cannot meet with clients at the telework site
- Employees cannot operate a business or work for another employer during work hours
- Employees cannot use County equipment for personal use
- Employees cannot allow others to use County equipment or access the County network
- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions approved by the manager

## **Termination**

The agreement is not a guarantee of employment and can be terminated at any time by either the County or employee. A telework arrangement may never be allowed to continue uninterrupted if it is detrimental to work quality, client service, the work unit, or the County. In such situations the manager

will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the manager has a responsibility to terminate the agreement.

Termination of the telework agreement should be made for sound business reasons which the employee is entitled to know. In the event of termination of the agreement, the employee will be notified and provided the reason(s) for the termination in writing.

In the event this agreement is terminated, the manager will make every attempt to provide sufficient notice to allow the employee to make appropriate dependent care or transportation arrangements.

The County will not be held responsible for costs, damages or losses to the employee resulting from termination of the agreement.

## **Agreement**

This Agreement may be amended at any time by County. A copy of this agreement and any addendums or amendments will be provided to the employee and placed in the employee's personnel file.

**EMPLOYEE:** By signing, the employee states they have read, understood, and agree to the terms and conditions of this agreement:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**MANAGER:** By signing this statement, the manager agrees to work with the employee to implement telework as described in the telework policy and this agreement.

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date