



Policy 8.6	TELEWORK		
<u>Effective Date:</u> 9/22/2020	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u>			

Telework

8.6

POLICY

It is the policy of DuPage County to provide opportunity to employees to telework when appropriate and meets the needs of the employee, the department, and the public.

ELIGIBILITY

- All regular full-time or part-time employees who have completed their probationary period and who meet the full-time qualifications and performance requirements of a designated job are potentially eligible for possible telework agreement. This eligibility requirement may be waived by the County in case of County emergency situations.

GUIDELINES

- A. Telework may be possible if a mutually agreeable with the employee and the County and if the institution of telework maintains or enhances the quality of DuPage County's public service. DuPage County will not suffer any loss in productivity as a result of this arrangement.
- B. Telework is an option that will only be approved for the completion of business goals and not solely for the convenience of the employee.
- C. The County will make reasonable efforts to accommodate the employees' preferences. However, no request for a Telework Arrangement shall be approved if the change would diminish the effectiveness of the Department's operations.
- D. The teleworker's work schedule must be approved by the supervisor. The teleworker agrees that he or she will be readily accessible during scheduled work hours while working from his or her home office or any other remote office.
- E. An employee's regular workweek hours are unaffected by a telework arrangement. Daily hours worked are as specified in the Telework Agreement. Overtime may extend to those employees under telework arrangements.

- F.** Teleworking does not change the basic terms and conditions of employment with DuPage County. All County employees, including teleworkers, are subject to the County's employment policies and procedures.
- G.** No arrangement shall include any improvement or additions to an employee's owned or leased assets, including residence, computer, vehicle, or any other property.
- H.** Teleworkers are responsible for providing the same protection of County information and property away from the office as he/she would in the office. Teleworkers must comply with DuPage County's Technology Resources Acceptable Use policy 8.1.
- I.** A teleworker will be required to accurately record their hours and take his or her allowable breaks and must obtain pre-approval to work any overtime in accordance with DuPage County policy.
- J.** Compensation and benefits are not affected by the telework arrangement. In addition, Supervisors should perform normal supervisory activities, such as career development, ongoing feedback, and performance appraisal.
- K.** Worker's Compensation liability for job-related injuries and illness and eligibility for IMRF continues during the approved workweek schedule and in the employee's work area, as described in the Telework Agreement.
- L.** If an employee is on disability, the supervisor may not ask the employee to work at home. However, if the employee on disability asks to work at home, the employee may request telework as an accommodation following procedures outlined in policy 2.5-Workplace Accommodations.
- M.** Telework is not a substitute for dependent care. If an employee is unable to work due to illness or dependent care responsibilities, the employee must take an appropriate leave.
- N.** The County will provide a laptop computer. A cellular phone and any other computer accessories to be used at home, such as monitor, docking station, keyboard, mouse, etc. may be purchased by the County at the discretion of the Department Head. The employee is responsible for bringing the assigned computer and cellular phone to the office on non-teleworking days.
- O.** An employee interested in a telework arrangement will be responsible for costs related to setting up and furnishing the employee's work space at home, household expenses (i.e. heating, electricity, and internet) and commuting expenses between telework location and DuPage County work location.
- P.** The teleworker agrees to maintain a work environment that is clean, safe and free of obstructions and hazardous situations.
- Q.** The County shall be responsible for the repair and maintenance of County owned telework equipment, in accordance with established procedures. The employee is responsible to bring in equipment for repair into the IT department.

- R. The teleworker agrees to use all equipment for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner and to return it promptly to the County at the conclusion of the work.
- S. All telework equipment and other items used in performance of County business shall be located within the workspace designated by the teleworker and may be used only by authorized employees for intended County purposes.

PROCEDURES

1. A written telework request is required for any employee interested in a telework arrangement. In order to request a telework arrangement, an employee shall submit the following documents to their supervisor:
 - DuPage County Telework Agreement Form
 - DuPage County Telework Self-Assessment Form
 - DuPage County Home Office Checklist
2. The Department Head will review the request. If it is determined that the demands and expectations of the position can be met effectively with a telework arrangement, the employee, their immediate supervisor, and the Department Head shall sign the Telework Agreement.
3. The telework arrangement may be reviewed at any time, but at a minimum, will be reviewed by the Department leadership after six (6) months and then at least annually to determine that all aspects of the arrangement are continuing to meet the needs of the department.
4. Telework arrangements are a matter of departmental discretion. Telework arrangements are an employee privilege, neither a right nor countywide benefit. Telework arrangements are neither possible nor appropriate for every type of employment.
5. The telework arrangement may end by the decision of the employee or the Department Head. If the new arrangement does not work well for the operations of the department or the County, the supervisor and department director will have the authorization to terminate the telework arrangement. Employees will receive at least two week's notice of the termination of the telework arrangement.