



Monroe County Telework Agreement

Employee Name	
Employee Number	
Department	
Supervisor Name	

The following constitutes an agreement on the terms and conditions of telework between the Monroe County Department and employee named above, henceforth referred to as “the employee.”

Duration

This Telework Agreement shall be in effect from _____ to _____. This Agreement shall be valid until canceled by either Monroe County or the employee. The Agreement may be extended beyond this period if agreed to by Monroe County and the employee. If extended, this Agreement should be reviewed, modified as necessary, and re-certified by the department/supervisor named above.

Policies

The employee agrees to abide by all applicable rules, guidelines and policies, including the department named above policies, the Monroe County Personnel policies, and Monroe County Information Technology policies. The employee understands that the alternate worksite is considered an extension of the department named above and that during the hours that the employee is performing work functions all agency policies and procedures are still applicable.

Requirements

The employee is required to participate in a telework orientation meeting with the department named above before beginning telework which shall include reviewing work requirements and expectations, tips for telework success, confidentiality, and security/technology issues.

Work Hours

The employee is approved to telework under the following arrangement:

- Occasionally upon approval of supervisor – no regular telework schedule
- Regular telework schedule

The employee shall be scheduled for a telework arrangement on the following days:

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The employee’s core hours on telework days when they are available to supervisor and coworkers are: _____ to _____. Employee initiated schedule changes shall be made with advanced approval by the supervisor.

Describe any additional or alternative work arrangements:

Specific Work Expectations and/or Job Tasks

Enter tasks, project outcomes, productivity requirements, or other types of outcomes to be accomplished.

Communication

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

- Notify their supervisor, coworkers, and receptionist of any change in the posted telework schedule by utilizing email, a shared Outlook calendar, and/or the sign in/sign out system
- Be available to supervisor and coworkers by telephone and email during core hours
- Return calls and emails in a timely manner
- Maintain any other required communication with supervisor as directed – such as daily contact
- Have office calls forwarded to his or her work cell phone
- Answer the telephone professionally during core hours
 - **For those who do NOT have company cell phones, no use of a personal cell phone shall be authorized to complete Monroe County work or communication.** Accommodations will be made by supervisor to address calls that may come into the office while staff is Teleworking.
- Follow the plan outlined by their supervisor for receiving assignments, returning assignments, and reporting in on telework days

Compensation & Benefits

- Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits shall not be affected by this Agreement.
- Employees may not earn comp time from the telework location without prior approval from their supervisor.
- Employees are not expected to work beyond their normal scheduled hours and should avoid instances where overtime hours would be needed without proper authorization from their supervisor.
- Employee is responsible for potential tax consequences related to telework, if any.

Equipment

Any equipment provided shall be properly inventoried with Monroe County and shall be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any Monroe County property upon request. Monroe County shall maintain all equipment owned by the County. The employee shall not perform maintenance or repairs on Monroe County-owned equipment without prior approval. The employee is responsible for all maintenance and repairs of employee-owned equipment.

Only Monroe County-owned software may be installed on Monroe County-owned equipment unless otherwise approved. The employee may not install or download any other software without approval. If new software is required for telework, it shall be provided by the Monroe County Information Technology Department.

Item: (List county owned office equipment and/or computer equipment to be used. Please be precise, use serial numbers where appropriate.)	Installed By		Maintained By	
	Employee	Monroe County	Employee	Monroe County
Laptop Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iPad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure Carrying Case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expenses

If telework is conducted in the employee's home, they are 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 unless the Monroe County agrees in writing to pay for or reimburse such costs.

Monroe County shall normally reimburse travel and other work-related expenses as per the standard employee expenses policy. If the travel begins or ends at the employee's home, travel time and mileage shall be calculated from the work site or home, whichever is less.

Office supplies necessary to complete work assignments must be obtained during the employee's in-office days. Employees shall not be reimbursed for supplies normally available in the office. The employee should never purchase or rent equipment, services, or supplies on the assumption that the Monroe County will reimburse the cost. Prior supervisor approval must be obtained.

Information Security

Security of client confidential information and documents is an issue whether an employee works at home or at the office. When the employee possesses confidential client information off site, however, there is an even higher level of risk of an unintended or unauthorized breach. The employee must consider other people who may be coming into the home to ensure that sensitive information is not disclosed to outsiders in some inadvertent way. Employees working from an alternate work location shall follow all procedures outlined in the Department and County-wide Information Technology, Security, Privacy and Confidentiality policies and procedures. In addition, employees must ensure the following:

- The protection of organization 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 is backed-up according to Monroe County procedures
- The Monroe County's network is only accessed from the remote worksite or other locations as authorized and for approved purposes
- The employee agrees to follow the Monroe County and the Department named above guidelines pertaining to confidentiality and data security policies

Safety

The employee agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to their supervisor at the earliest opportunity, and to hold Monroe County harmless for injury to others at the telecommuting location. In signing this Agreement, the employee verifies that the home office provides work space that is free of safety and fire hazards.

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 telework hours
- Employees cannot use Monroe County equipment for personal use
- Employees cannot allow others to use Monroe County equipment or access the organization network
- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions approved by the supervisor

Liability

Monroe County shall not be liable for damages to the employee's property resulting from participation in the telecommuting program. In signing this document, the employee agrees to hold Monroe County harmless against any and all claims, excluding workers' compensation claims.

Workers' Compensation

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

Tax and/or Insurance Consequences

The employee understands that they are responsible for tax and insurance consequences of this arrangement, if any; and for conforming to any local zoning regulations.

Termination

This Agreement may be terminated at any time by either Monroe County or the employee which will result in the employee returning to the office worksite arrangement.

A telework arrangement may not be allowed to continue if it is detrimental to work quality, client service, the work unit, or the organization. In such situations, the supervisor shall make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the supervisor has a responsibility to terminate this Agreement. In the event this Agreement is terminated, each party will attempt to give as much advance notice of change as practicable and whenever possible at a least 30-day notice.

Agreement

This Telework Agreement shall be maintained by the Monroe County Personnel Department and may be amended at any time. A copy of this Agreement and any addendums or amendments shall be provided to the employee.

Employee: By signing, the employee states they have read, understood, and agree to the terms and conditions of this Agreement:

Supervisor: By signing this statement, the supervisor agrees to work with the employee to implement telework as described in the telework policy and this Agreement.

Personnel: By signing this statement, the Personnel Department approves this Telework Agreement.

Employee Signature		Date Signed	
Supervisor Signature		Date Signed	
Personnel Dept. Signature		Date Signed	