

WAYNE COUNTY

Emergency Telework Policy



PURPOSE

The purpose of this policy is to establish general guidelines that will enable the County of Wayne's various departments to include teleworking in their emergency operations plans in an effort to continue to provide essential and critical services to the citizens of Wayne County. This policy does not relate to any periodic or as-needed routine department approved telework.

SCOPE

This policy applies to employees in any department under the County's jurisdiction; it applies to all emergencies including but not limited to natural and man-made disasters and disease. This is a temporary policy and is effective immediately until it is rescinded by the County Manager. Because the response to any emergency is circumstantial, this policy provides general guidance only and more specific direction can be expected through additional directives.

RESPONSIBILITIES

Human Resources shall:

1. Establish specific County-wide policies regarding workforce management during periods of teleworking, including communications, supervision and accountability as needed.
2. Answer agency questions concerning the application of the management directive.

Departments shall:

1. Determine what positions qualify for teleworking based on their normal daily duties
2. Regularly contact and review employee's ability to telework
3. Provide the number of employees that are expected to telework to IT or other supporting departments, as needed
4. Establish a means of communication with teleworking employees to identify issues and assess effectiveness of working from an alternative worksite

Employees shall:

1. Adhere to the requirements of all applicable policies and procedures regarding the use of technology during the conduction of County business.
2. Adhere to all applicable County policies and procedures related to safety, security, confidentiality, use of equipment, and standards of conduct.
3. Complete the attached agreement.

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PO BOX 227
GOLDSBORO, NC 27533

EMPLOYEE EMERGENCY TELEWORK AGREEMENT

- Teleworking
 1. Under this policy, teleworking is to be used only under approved emergency situations when the normal worksite is not preferable or available.
 2. An employee must have the pre-approval of their immediate supervisor, Department Director and the County Manager prior to working from an alternative worksite.
 3. When working from an alternative worksite:
 - a) It is the responsibility of the employee to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely, and preserve the confidentiality of sensitive or non-public information
 - b) The County will not be responsible for the costs associated with the maintenance, insurance, utilities, or any loss to the employee's property whether caused by physical damage or by computer virus or other intrusions via the Internet that are not related to the County or its equipment, operations, or systems, etc at the employee's alternative work site.
 4. Teleworking employees shall not conduct face-to-face meetings with the public or clients in their home office in any official capacity or connected to County business

- Time & Attendance
 1. Time spent working at an approved alternative location must be accounted for and reported in the same manner as if the employee reported for regular duty
 2. The employee must follow normal department procedures regarding the request and approval of overtime, compensatory time and leave
 3. If an employee is unable to work due to illness, the employee should immediately notify their supervisor or follow their normal procedures for reporting illness and absence from work.
 4. Note that all previously approved FMLA/ADA designations and leave requests not related to the State of Emergency will continue to follow the County's standard procedure.
 5. For those employees that have exhausted their leave options and are required to take time away from work due to the State of Emergency, Leave Without Pay will be considered by the County Manager.

- Security & Confidentiality
 1. Employee will take all necessary steps to preserve the security and confidentiality of County information.
 2. Employee is expected to maintain passwords and protect it to the same extent required in the workplace and to keep confidential documents stored in a safe and secure location.
 3. Any suspected loss or theft of documents, materials, or information, as well as any suspected breaches of security must be reported to IT immediately.

- Policies
 1. This temporary arrangement does not change the basic terms and conditions of employment, including rate of pay or benefits. Employees are expected to comply with all County policies, procedures and performance standards.
 2. The County retains the right to investigate any alleged abuse of the Emergency Telework Agreement and may cease or modify an employee's approval for telework at any time.

I have reviewed and understand the terms and conditions of this Emergency Telework Agreement

Employee Signature

Employee Name

Date