



CLAYTON COUNTY BOARD OF COMMISSIONERS  
TELEWORK POLICY

## **Purpose**

The purpose of this document is to establish a telework policy for the Clayton County Board of Commissioners.

## **Telework Defined and Summarized**

Telework is defined as any work arrangement that allows employees to work outside their primary worksite at an alternate location.

The schedule of a telework arrangement can range from one day a week to an employee's entire workweek. The duration of the arrangement will be identified as pursuant to the written arrangement between the employee and Clayton County Board of Commissioners as submitted by the Department Head.

Telework offers a viable, flexible work option when both the employee and job are suitable for teleworking. Telework may not be suited to every circumstance.

Clayton County Board of Commissioners' Telework Policy does not change the terms of employment between the employee and Clayton County. The Policy does not eliminate any at-will doctrines, nor does it conflict with Civil Service Rules.

Telework is not an entitlement to any employee, and can be discontinued after the effectuation of a two-week notice provided to the employee from the Department Head or his designee.

## **Procedure To Request Telework - Employee**

To be considered for teleworking, an employee must submit the Clayton County Board of Commissioners Telework Request Form. The application must be submitted through the employee's chain of command for consideration.

## **Procedure to Request Telework –Department Head**

After consideration of business needs and based on a comprehensive assessment, the Department Head may identify employees to telework. The Department Head must submit the completed Clayton County Board of Commissioners Request to Telework Application to Human Resources. Human Resources will process the request, and submit the document to the Chairman of the Board of Commissioners or his designee. The Chairman or his designee has final authority to approve or deny the request.

## **Assessment of the Request**

The Clayton County Board of Commissioners Request to Telework Application provides the template for a comprehensive evaluation to determine the feasibility of the request and to document the telework arrangement.

The Request to Telework Application will focus on documenting the following:

### *Employee Suitability to Telework*

- To ensure the success of the employee, the employee must have completed 12 months of continuous employment with Clayton County Board of Commissioners.
- The employee must have a satisfactory performance record, and observable/documented effective work habits.
- The employee must have successfully completed his/her initial probationary period.

### *Job Responsibility/Suitability for Telework*

- The Department Head has authority and responsibility to evaluate a position to determine the suitability of a telework arrangement.

### *Equipment/Technology Needs*

The Department Head has authority and responsibility to evaluate and identify the equipment and technology needs of each telework arrangement in order to provide the employee with the needed equipment for a successful, effective alternate work environment.

- The Department Head will collaborate with the Information Technology Director to assess the equipment/technology needs and requirements of each telework arrangement.
- This equipment/technology assessment is part of the procedures to engage a comprehensive assessment of each telework request.
- The Information Technology Director will review each request, and provide recommendations. The Technology Director will provide alternatives, if applicable and available.

### *Worksite identification*

The Department Head and employee should specify and agree on the location in the home in which the employee will perform his or her work duties. Clayton County will perform an initial safety inspection of the alternate worksite to identify and mitigate any safety hazards. Subsequent safety inspections will be determined by Risk Management. The safety inspection may be performed in person, by photo or via video.

## **Legal Compliance**

Employees working under the Clayton County Board of Commissioners Telework Policy are expected to abide by Clayton County Board of Commissioners' existing employment policies and Civil Service Rules.

The Clayton County Board of Commissioners Telework Policy does not place any employee in a special category. The Policy is administered without regards to age, race, sex, religion, national origin, and disability in accordance with all applicable state, federal, and local equal employment opportunity laws.

The following legal considerations are applicable to the Clayton County Board of Commissioners Telework Policy. The considerations below are not all inclusive; all federal, state, and local laws as well as Civil Service Rules apply to the application of this Policy.

- *Fair Labor Standards Act (FLSA)*
  - Employees working under the Clayton County Board of Commissioners Telework Policy are subject to the pay practices of the Fair Labor Standards Act.
  - Employees' work time will be captured through Clayton County Board of Commissioners KRONOS time keeping system.
  - Employees working under the Clayton County Board of Commissioner Telework Policy are subject to Clayton County Board of Commissioners' Time Keeping Policy.
  
- *Workers' Compensation (WC)*
  - In the event of an on-the-job injury, the employee should immediately notify his/her direct supervisor. If the direct supervisor is unavailable, the employee should contact the next highest-ranking authority on duty.
  - In cases of an emergency, call 911 to seek immediate medical attention, then notify line of supervision.
  
- *Clayton County Essential Policies, Civil Service Rules, and Expectations of Ethical Behavior and Work Performance*
  - Employees working under the Clayton County Board of Commissioners Telework Policy are governed by all Clayton County Policies, Civil Service Rules, and Expectations of Ethical Behavior and Work Performance.
  
- *Privacy and Confidentiality*
  - To ensure privacy and confidentiality of all forms of data, employees working under the Clayton County Board of Commissioners Telework Policy are subject to Clayton County Board of Commissioners and federal, state, and local privacy laws including, but not limited to:
    - *Adhering to Clayton County HIPAA Privacy Rule*
    - *Adhering to Clayton County Internet Use Policy*

➤ *Departmental Policies*

- Employees working under the Clayton County Board of Commissioners Telework Policy are expected to follow all internal departmental policies.

**Roles and Responsibilities**

*Chairman of the Clayton County Board of Commissioners*

Under the Clayton County Board of Commissioners Telework Policy, the Chairman of the Clayton County Board of Commissioners or his designee has executive authority to approve or deny telework requests.

*Department Head*

The Department Head is responsible for identifying and self-initiating telework opportunities and requests pursuant to the Clayton County Board of Commissioners Telework Policy; receiving employees' telework requests; evaluating each telework request; completing the Clayton County Board of Commissioners Telework Request Form; and submitting the Request Form to the Human Resources Department for processing. The Department Head has the responsibility to state his/her position regarding the telework request.

When an employee has been approved to telework, the Department Head or his designee will provide the employee with the Clayton County Board of Commissioners Telework Policy and Request to Telework Application. The application will outline the terms, conditions, and expectations of the telework arrangement. The application identifies the supervisor/manager who will be overseeing the employee's work in accordance with the "Supervisor/Manager" responsibilities listed below. The application will be signed by the Department Head or his designee and the employee.

The Department Head or his designee will review the application with the employee, and the employee will sign the Acknowledgement of Understanding.

The Department Head or his designee is also responsible for ensuring that the employee's work space is safe and mitigates any risk of injury to the employee. The Department Head has discretion on how to accomplish this goal, but must ensure that documentation of the safety inspection is updated once a quarter. The documentation shall be submitted to Human Resources to be kept with the employee's telework agreement in his or her official personnel file.

*Supervisor/Manager*

The supervisor/manager, as directed by the Department Head or his designee, will manage all aspects of the Clayton County Board of Commissioners telework agreement including developing strategies and procedures for assigning, monitoring, documenting, and evaluating work. These strategies should include, at a minimum, the employee's expected work hours, the work activities that are permissible and expected locations where job duties are to be performed.

The supervisor/manager will continue to be the direct point of contact for the employee, and is responsible to ensure effective daily communication. The work plan, which is a part of the application will help manage the telework arrangement under the Clayton County Board of Commissioners Telework Policy.

#### *Clayton County Board of Commissioners Employees*

All employees of the Clayton County Board of Commissioners can submit the application to telework. The Clayton County Board of Commissioners Request to Telework Application must be completed and submitted through the employee's chain of command.

The employee will adhere to all provisions of the Clayton County Board of Commissioners Telework Agreement; Clayton County Board of Commissioners Telework Policy; all Clayton County Board of Commissioners policies, behavioral expectations, and standards of performance; and Civil Service Rules.

#### *Clayton County Human Resources Department*

The Human Resources Department will log and review all requests and documents for completeness, and will subsequently submit the requests to the Chairman or his designee for review and consideration. All requests and documents will be maintained in the employee's official personnel file.

#### *Clayton County Information Technology Director*

The Information Technology Director will collaborate with the Department Head to identify the technology/equipment needs for each request.

The Information Technology Director will coordinate with the Department Head for the assigning/installing of needed equipment.

The Information Technology Director will identify alternatives if the request cannot be accommodated due to budgetary or other factors.

In the case of budgetary restraints, a request of consideration will be forward by the Department Head to the Chief Operating Officer and Chief Financial Officer.

#### **Disclaimer**

The Clayton County Board of Commissioners reserves the right to discontinue or revise this policy at any time with the effectuation of a two-week notice given to Department Heads and employees.

The Clayton County Board of Commissioners Telework Policy does not create a contract between Clayton County Board of Commissioners and the employees of Clayton County.

The Clayton County Board of Commissioners Telework Policy does not dismiss the at-will doctrines, nor does this policy conflict with Civil Service Rules.

**ACKNOWLEDGEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, have received a copy of the Clayton County Board of Commissioners Telework Policy and Request to Telework Application.

The document outlines Clayton County’s performance, behavioral, and ethical expectations.

The document outlines the expected work deliverables, and my role and responsibilities.

I understand that my alternate physical workspace will undergo a safety inspection initially, and subsequent inspections will be performed at least once a quarter.

My supervisor/manager has identified any days I’m expected to work on-site at the primary work location.

The document informs me to follow departmental policies, which includes reporting absences such as sick and annual leave requests or call-outs.

The document outlines the duration of the telework arrangement, and indicates the procedure for ending the request. If the request is discontinued, I understand that I will be expected to return to my primary physical work location.

I have read and understand the disclaimer highlighted within the Clayton County Board of Commissioners Telework Request Policy/Application.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_