
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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COUNTY MANAGER: PC
PAGE 1 OF 3

SUBJECT: TELECOMMUTING

- I. PURPOSE:** To establish a policy to offer telecommuting at a remote work place as an effective way to meet department and employee needs.
- II. POLICY:** Employees may request to work in their homes or at other off-site locations if the nature of their duties permit and the Department Head/Elected Official approves. Managers and supervisors should only telecommute in limited circumstances. All other telecommuting employees should work in their office at least one time per week unless mitigating circumstances exist.
- A. DEFINITIONS:**
1. Telecommuting or teleworking: The practice of working from a remote workplace, such as home or a satellite work site, instead of commuting to a designated work location.
 2. Designated office: The employee's usual and customary department work address.
- B. Telecommuting schedule:** Telecommuting may occur on a regular schedule (one or more days each week) as agreed upon by the employee, his/her supervisor and the Department Head/Elected Official. Intermittent or episodic telecommuting may also be permitted. Less than full-time telecommuting shall be supplemented with regular day(s) worked at the designated office.
- C. CONDITIONS OF TELECOMMUTING:**
1. Telecommuting is a management option, not an employee right. It is a privilege extended to employees as a voluntary option with the clear understanding that every job may not be adaptable for remote work.
 2. This is a voluntary program both for the County and the employee, and the privilege may be revoked at any time. Telecommuting may be directed by the County Manager, Elected Official, or Department Head in the case of any emergency.
 3. Nonexempt employees, who telecommute, may not work overtime without the express consent of his/her supervisor. Hours worked must be consistent with his/her approved schedule.
 4. Regular leave policies and procedures should be followed for employees

telecommuting.

5. County Manager, Elected Official, or Department Head may require telecommuting employees to report to the designated, regular in-office work location upon 24 hour notice.
6. Employees shall actively perform work and comply with County policies, and procedures. Failure to comply may result in the loss of telecommuting privileges and/or disciplinary action.
7. Employees shall be held to and meet the performance expectations of their supervisor, including attending meetings, being available for and responding to communications, and fulfilling the essential functions as identified in the job description.

D. EQUIPMENT AND SOFTWARE:

1. Available County equipment may be used by the employee with a supervisor's approval. The employee will be financially responsible for lost, stolen, or damaged County equipment. Use of employee equipment and facilities will be at the employee's expense and responsibility.

E. DATA:

1. Employees shall take precautions to ensure hardware and software integrity.
2. Employees may take restricted access County material out of the designated office or access it through the computer only with their supervisor's prior approval.
3. Employees shall protect the privacy and confidentiality of data, equipment, and materials when at their alternate work sites or transferring the data to and from the work sites.

F. EXPENSES:

1. Supplies needed for the alternate work site may be obtained with the supervisor's approval through the normal supply procurement procedures.
2. Employees must obtain prior approval from their supervisors to incur expenses. The County will reimburse employees for approved expenses in accordance with established policies and procedures.
3. Mileage between the employee's alternate work site and the designated office is not reimbursable.

III. PROCEDURES:

A. REQUESTING PARTICIPATION:

1. An employee wishing to telecommute should request the arrangement with his/her supervisor via formal written request. The Department Head/Elected Official should consider the reasonableness of the request, including feasibility to comply with this policy.
2. Any telecommuting arrangement made which will exceed 30 calendar days where 50% or more of work time will be spent telecommuting, must be reviewed by the Internal Review Committee prior to beginning.

3. The telecommuting arrangement should be reviewed every 6 months to ensure the continued reasonableness and feasibility.
4. Telecommuting requests due to medical conditions should be reviewed by Human Resources.

IV. RESPONSIBILITY FOR REVIEW: This policy will be reviewed as needed or at least every 10 years by the Internal Review Committee.

Signature: 

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