



## **POLICY TITLE: Remote Work**

Replacing Resolution: #20-05-030: Adoption of Telecommuting Policy (Exhibit A)

EFFECTIVE DATE:

Remote work (or telecommuting/telework) is an arrangement where an employee works from home or from another location when the job duties of the position can be performed at an alternate location. Depending on the details of the arrangement, teleworking may constitute all or some of an employee's work time or job duties.

Stark County Park District will consider teleworking arrangements for employees to work remotely on a case-by-case basis. When remote working arrangements are approved, job assignments, scope, work schedules, and duration will be defined by the Park. The arrangement's focus is on-job performance and meeting Park business demands.

Telework arrangements may be initiated by the employee or by the Park. Employees interested in teleworking should contact their immediate supervisor to determine if their work duties would be conducive to such an arrangement. Factors such as employee dependability and flexibility, job performance and disciplinary record, essential job duties and communication requirements, established measurable goals and objectives, and off-site equipment and access needs, will be considered.

Telework is not an entitlement, nor is it a Park-wide benefit. It in no way changes the terms and conditions of employment with the Park. Employees who directly serve patrons in-person are unlikely candidates for a telework arrangement. An employee's request for a telework arrangement as a reasonable accommodation for the employee's disability will be addressed by the Park in accordance with the Americans with Disabilities Act, as amended.

### **Conditions**

1. Teleworking does not change the terms and conditions of employment with the Park. Park policies and practices remain in full force and effect while teleworking.
2. Position requirements and responsibilities, performance expectations, compensation, and benefits, may only be changed solely by the Park.
3. Teleworking employees must determine any local/municipal tax withholding adjustments they wish to make while working from a home-based office.
4. The Park reserves the right to determine the beginning and ending date of the teleworking arrangement for all employees and to deny or revoke remote work privileges at the Park's sole discretion. Failure to comply with this policy and the conditions in the teleworking agreement may result in the immediate termination of the teleworking arrangement and in discipline up to and including termination.

### **Requirements**

1. Telework Agreement - The completion of a Telework Agreement with approval from the employee's immediate manager, second level manager (when applicable), and Human Resources is required. The Telework Agreement specifies the terms agreed upon by the employee and the manager including expected duration, scheduled work hours, duties to be performed by the employee, terms and conditions of equipment issue, and remote access.

2. Dependent Care - The teleworker agrees to make regular dependent care arrangements during teleworking hours. Employees may telework while dependents are home but may not count as work hours any time in which dependent care interferes with the performance of their official duties. Telework is not a substitute for child, adult, or pet care.
3. Alternate Workspace - Teleworkers are expected to establish an appropriate work environment at their home or alternate location.
  - a. The Park will not be responsible for costs associated with the setup of the employee's remote workspace, such as remodeling, furniture or lighting, nor for repairs or modifications to the remote office space.
  - b. Maintaining a reliable internet connection with sufficient bandwidth is a requirement for telework and is the responsibility of the employee.
  - c. Teleworking employees must not hold meetings with third parties in their home office.
4. Equipment, Software and Supplies - The Park will review the need for equipment, software and supplies for each approved telework assignment. The Park may provide equipment, software, or supplies depending on the nature of the job, equipment availability, and available funds. Improper use may result in revocation of telework privileges and/or disciplinary action up to and including termination of employment.
  - a. Equipment, software, and supplies provided by the Park for offsite use are intended for legitimate business use only and must be secured against unauthorized access.
  - b. Teleworking employees are responsible for taking appropriate action to protect Park-provided items from damage or theft. Upon termination of the teleworking arrangement, all Park property must be returned to the Park.
  - c. Items supplied by the employee to conduct work-related activities will be maintained by the employee. The Park assumes no liability regarding damage, repair, or loss of employee-owned items at the alternate workplace.
  - d. Teleworking employees must immediately report to their manager and IT if their technology is not working properly. If the issue cannot be resolved within thirty (30) minutes and the employee is unable to work productively, the employee must report to report at their primary Park office for the remainder of the workday
5. Safety - The same safety, ergonomic and professional standards applicable to work in a Park facility must be maintained at the alternate workspace. Injuries sustained by an employee while working remotely and while performing their regular work duties must be reported in compliance with the Park's incident/injury reporting protocols.
6. Communication - Teleworkers must be accessible via telephone and/or email to their manager, co-workers, patrons, and vendors during their approved scheduled work hours. Telework must not adversely affect customer service delivery, employee productivity, or progress of an individual or team assignment.
  - a. Teleworking employees must keep their work calendar up-to-date, clearly showing when they will be working off-site. They will also be required to share their work calendar with their manager and others per the manager's direction.
  - b. Regular check-ins with their manager and co-workers are required.
  - c. Logging daily work activities may be required at manager discretion.
  - d. Alternate workplace phones must be answered in a professional manner during approved scheduled work hours. The voice mail greeting message must convey a professional image.

7. Confidentiality - Teleworking employees are required to ensure the protection and strict confidentiality of employee and patron information accessed from their remote workspace and are not to abuse, tamper with, or use data, files, or systems for any non-work-related purpose.
8. Time and Attendance - Teleworking arrangements will include a fixed schedule of days and hours.
  - a. Teleworking employees are required to accurately record all hours worked in accordance with the Park's policies and timekeeping procedures.
  - b. Approved paid or unpaid time off must be used to cover all scheduled hours not worked.
  - c. Work hours, overtime, and request procedures for the use of paid and unpaid time off, or any other work schedule change must conform to the Park's policies and procedures.
9. Ad Hoc Arrangements
  - a. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
  - b. Other instances that may be approved for temporary telecommuting include emergencies that prevent employees from occupying Park building(s) for extended periods of time; when local, state, or national emergencies have been declared; or when health officials determine it is unsafe for employees to work with one another during outbreaks of disease, epidemics, and pandemics.
  - c. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
  - d. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.