

	ORGANIZATIONAL POLICY	GENERAL ADMINISTRATION APPLICATION: Non-Union Employees			
		TITLE: Telecommuting	RESOLUTION NUMBER RC22-007	SUPERCEDE RC21-290	EFFECTIVE DATE 01/04/2022

INTENT

It is the intent of the Washtenaw County Board of County Road Commissioners to create a workplace that gives eligible employees the opportunity to work in a designated area outside the office while still meeting the goals of the Washtenaw County Road Commission (WCRC). Telecommuting is a cooperative arrangement between employees, supervisors and departments.

WCRC recognizes that empowering employees with telecommuting benefits both the employee and the organization by demonstrating trust, supporting work-life balance, allowing time for focused work and reduced absenteeism. Telecommuting is a privilege, not a right.

ELIGIBILITY

Not all work performed by WCRC lends itself to telecommuting. The Telecommuting Procedure establishes the positions that are required to report in-person.

No position is eligible for a 100 percent telecommuting schedule. Employees will work three (3) days or more days in person and up to two (2) days telecommuting per work week. If on summer hours, the employee will work two (2) or more days in person and up to two (2) days telecommuting per work week. Telecommuting arrangements may end, be modified or denied at any time if determined to be in the best interest of WCRC.

Employees who are telecommuting will, from time to time, be required to report in-person on their approved days as required by WCRC.

In some situations, telecommuting may provide a method of accommodating employees with special needs, such as those covered by the ADA. Any such request for accommodation should be submitted directly to the HR Manager. Whether telecommuting would be a reasonable accommodation is a decision that will be made by WCRC on a case-by-case basis after evaluating all of the circumstances in a particular case.

DESIGNATED WORKSPACE

Employees should choose a quiet and distraction-free workspace, with an adequate internet connection. WCRC will not provide office furniture for the home workspace. The designated workspace should be kept in a safe condition, free from hazards to both the employee and WCRC equipment. Should an employee sustain any injuries in the designated workspace and in conjunction with regular work duties, the employee is responsible for notifying his/her supervisor of such injuries as soon as is practicable. WCRC will not be responsible for any non-work-related injuries, including injuries

occurring in the employee's home workspace outside of work hours, nor will it be responsible for any injuries to family members, visitors and others in the employee's home.

If an employee experiences technical issues or disruptions in internet access that prevent the employee from working remotely, the employee must notify his/her supervisor immediately. WCRC IT will not troubleshoot personal internet connections. Interruptions to work caused by internet outages may require the employee to work in-person or take annual leave for the remainder of the day, or until the outage is fixed.

SCHEDULE

Employees must follow their regular assigned work schedule, unless otherwise approved by their supervisor. Additionally, non-exempt employees must follow all applicable policies related to hours of work, including, but not limited to, meal and rest breaks and requesting prior approval for overtime.

Employees are required to accurately record all hours worked and submit accurate time records to their supervisors.

EMPLOYEE PARTICIPATION

Employees should be readily available and dedicate their full attention to their job duties during working hours. Employees should communicate regularly with their supervisor and/or other relevant co-workers to discuss important work information, progress and results.

Employees who are telecommuting are expected to attend all essential meetings in-person, via video conference or by phone whichever attendance method is required by the meeting organizer. This includes wearing appropriate attire when meeting in-person or by video with others related to WCRC business.

EQUIPMENT

WCRC will identify and provide employees who are telecommuting with equipment that is essential to their job duties. Any such equipment provided remains WCRC property. WCRC reserves the right to monitor WCRC property even when used remotely.

Equipment supplied by WCRC will be maintained by the organization. However, employees are responsible for setting up their own equipment in the remote workspace. WCRC IT will not set up remote equipment nor travel to other locations to assist employees who are telecommuting. WCRC IT will attempt to support staff who telecommute but if an employee cannot be assisted remotely, the employee may be required to report in-person for assistance.

Employees must keep WCRC equipment safe and avoid any misuse. WCRC equipment is to be used for business purposes only. Employees must take proper steps to secure WCRC information and assets. Employees are expected to maintain the same security procedures at home that they employ at the office, including the use of computer passwords, "time-out" systems and any other appropriate security measures. The employee agrees to immediately report to their supervisor and WCRC IT any incident or suspected incident of unauthorized access to and/or disclosure of WCRC resources, databases or other information. All WCRC policies on information technology, internet access and use of equipment apply to telecommuting.

WCRC is not responsible for any expenses related to telecommuting.

If the employee terminates employment while telecommuting, all WCRC property must be returned to WCRC. Likewise, all WCRC equipment must be returned to the workplace at the end of the telecommuting period.

WCRC RULES AND POLICIES

Telecommuting employees must follow all WCRC work rules and policies as if they were working in-person including attendance policies. Failure to do so will result in disciplinary action and/or termination of the telecommuting arrangement. The Telecommuting Policy is not to be used in place of annual leave, FMLA leave, etc. Telecommuting does not change the duties, obligations, responsibilities or terms and conditions of WCRC employment.