



Weber County Human Resources Policy 2-900

Telecommuting

I. Purpose

The purpose of this policy is to establish a telework program for Weber County.

II. Policy

Telecommuting may be a workplace alternative where a Department Head and/or Elected Official determines that an employee or employees may perform some or all of their assigned duties at an alternate work location. Telework requires a mutual agreement between an employee and Weber County and does not change the basic terms and conditions of employment.

III. Procedures

A. Telecommuting

1. Telecommuting is an administrative option, not an employee benefit, and all telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the department and Weber County.
2. Departments using a telecommuting program should establish an internal written policy.
3. An employee who wishes to participate in telecommuting must sign the Weber County Telecommuting Form and return it to the Human Resource Office.
4. Telecommuting requires management approval and is not appropriate for every job at the County.
5. Telecommuting assignments do not change the conditions of employment or required compliance with policies.
6. A telecommuting employee's compensation and benefits will not change as a result of telecommuting arrangements.
7. A telecommuting employee is required to follow department guidelines to ensure good communication and must be accessible by phone, email, video conference, chat, etc. during the agreed-upon work schedule.
8. A telecommuting employee must complete all assigned work and provide work status reports as requested by the supervisor.
9. A telecommuting employee may be required to report to the primary work site or other locations as needed for work-related meetings, trainings or other events. If for any reason the employee is unable to connect to do their work (VPN, computer, phone, internet issues, etc.) they must report to the standard work location or account for the time off, in accordance with Policy 4-200 Leave Practices.
10. A supervisor may meet with the employee in the alternate work location to discuss work-related issues.

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11. The County may terminate a telecommuting arrangement at any time, for any reason, and require the employee to return to the standard work location.

- a. Work Schedule for Telecommuting**

- i. The total number of hours a telecommuting employee is expected to work will not change regardless of work location.
 - ii. Supervisors must ensure compliance with the overtime, compensatory time and other compensation provisions of the HR Policy 5-100 Payroll Policy.
 - iii. Sick leave, vacation or other leave will be approved following normal department procedures. A telecommuting employee who is sick or has a personal appointment while working remotely must use leave for hours not worked.

- b. Remote VPN access will be established according to standards set by Information Technologies and countywide policies.**

- c. Designated Work Area for Telecommuting**

- i. A telecommuting employee's off-site work space should provide adequate work area (e.g. table or desk, light, telephone and computer service). Additional requirements may vary depending on the nature of the work and the equipment needed to perform the job.
 - ii. Departments will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. Departments may use appropriate funds for other telecommuting costs.
 - iii. The telecommuting employee agrees to maintain safe conditions in the off-site workspace. A department may be liable for job-related injuries under the HR Policy 4-400 Workers' Compensation.

- d. Equipment and Materials for Telecommuting**

- i. The department will provide reasonable equipment and materials needed by an employee for the telecommuting assignment. The telecommuting employee will exercise reasonable care of the equipment and may be held liable for theft or damage.
 - ii. County equipment will be maintained, serviced and repaired by the County.

- e. Security of Information for Telecommuting**

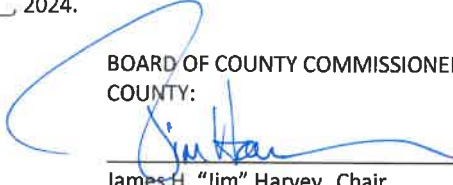
- i. An employee authorized to telecommute must safeguard non-public information. The telecommuting employee may be held liable for unauthorized use of equipment or information.
 - ii. Computer equipment used to telecommute must be supplied by Weber County and conform to all current security standards.
 - a. County information stored on electronic equipment is subject to public records requests and department review.

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- b. Work performed in an alternate work location is considered official County business. Departments may establish specific conditions that apply to employees working in alternate locations.

DATED this 19th day of March, 2024.


BOARD OF COUNTY COMMISSIONERS OF WEBER
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Emily Wilde
Human Resources

Approved as to form and legality:



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