COUNTY AGENDA REQUEST

Department:	Commissioners	Presenter(s):	Chairman Steve Brown
Meeting Date:	Thursday, May 23, 2013	Type of Request:	New Business

Wording for the Agenda:

Consideration of the Telecommuting Committee's recommendation to approve both the Teleworking Policy 448.20 and the Fayette County Teleworking Agreement; officially allowing the county to begin the process of implementing a Teleworking pilot program.

Background/History/Details:

An internal Telecommuting Committee was established that was comprised of County Administrator Steve Rapson, Human Resources Director Lewis Patterson, County Finance Director Mary Holland, and Information Systems Director Russell Prince, and Chairman Steve Brown. The committee met with staff from The Clean Air Campaign and their consultant on creating a pilot program for telecommuting.

The Telecommuting Committee is recommending approval of Teleworking Policy 448.20 and the Fayette County Teleworking Agreement, which will officially allow the county to begin the process of implementing the pilot program.

County departments identified for the pilot program are: Fire, Finance, Human Resources, Tax Assessor, and Administration. The Clean Air Campaign will aid Fayette County in developing appropriate tools for measuring productivity and accountability.

If approved, Fayette County will be the first county in Metropolitan Atlanta to implement a telecommuting program, and it is hoped that this action will create a model for local Fayette County businesses and industries to follow.

What action are you seeking from the Board of Commissioners?

Approval of the Telecommuting Committee's recommendation to approve both the Teleworking Policy 448.20 and the Fayette County Teleworking Agreement; officially allowing the county to begin the process of implementing a Teleworking pilot program.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

Once adopted , Fayette County will be the first county in Metropolitan Atlanta to implement a telecommuting program. It is hoped that this action will create a model for local Fayette County businesses and industries to follow.

Fayette County

[illegible]

[illegible]
[illegible]
[illegible]
[illegible]

MEMORANDUM

From: Chairman Steve Brown

Date: May 10, 2013

To: Board of Commissioners

Subject: INITIATION OF TELECOMMUTING PROGRAM IN FAYETTE COUNTY
May 25, 2013, Board of Commissioners Meeting

An internal Telecommuting Committee was established comprised of County Administrator Steve Rapson, Human Resources Director Lewis Patterson, County Finance Director Mary Holland, Information Systems Director Russell Prince and me. We have had the pleasure of working with the staff from The Clean Air Campaign and their consultant on creating a pilot program for telecommuting.

After careful review, the Telecommuting Committee is recommending the approval of the "Teleworking Policy 448.20" and the "Fayette County Teleworking Agreement" to officially allow the county to begin the process of implementing the pilot program.

County departments identified for the pilot program are: Fire, Finance, Human Resources, Tax Assessor and Administration.

The Clean Air Campaign will aid us in developing the appropriate tools for measuring productivity and accountability.

Fayette County will be one of the first counties in Metropolitan Atlanta to implement a telecommuting program and we hope to create a model for local Fayette County business and industry to follow.

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PURPOSE

This document defines the teleworking program and the guidelines and rules under which it will operate.

POLICY

Employees taking part in Teleworking must comply with all related County personnel policies and practices. This program can be utilized by managers as a tool to promote workforce productivity. Employee salary and benefits will not change as a result of participation in Teleworking. Employees agree that Teleworking is voluntary and may be terminated by the County, with or without cause at any time. Terms and conditions of employment for teleworkers and their supervisors remains the same. Work hours, overtime compensation and vacation schedules must conform to County guidelines and to terms otherwise agreed upon by the employee and their supervisor. The employee shall abide with all policies, rules and regulations of the County while teleworking. The employee agrees not to conduct personal business during the defined teleworking period at the alternate workplace.

PROCEDURE

Selection

Department Heads will work with the Human Resources Director to identify employees who are teleworking candidates. Employees will be selected based on the suitability of their jobs, an evaluation of potential success as a teleworker and an evaluation of their supervisor to handle remote workers.

Teleworker's Agreement

Every teleworker will have a signed Teleworker's Agreement on file with their supervisor and Human Resources. This agreement will be updated when substantial changes are made to the teleworking agreement.

Workspace

Since the employee's remote work space is considered an extension of the County work space, the County has workers' compensation liability for job-related accidents during the employee's telework hours. The County has the right to make on-site visits to the employee's residence or other alternative work site at mutually agreed upon times, with reasonable notice to determine that the work site is safe.

The employee remains liable for injuries to third persons and members of the employee's family on the employee's premises.

Individual tax implications related to the home work space shall be the responsibility of the teleworker. Participating employees are advised to consult a tax expert.

Equipment, Furniture and Supplies

The use of equipment, software, supplies and furniture, when supplied by the County for use at the remote location, is limited to authorized persons and for purposes relating to County business. The employee is responsible for seeing that equipment is properly used. The County will provide for repairs to

County equipment. When the employee uses their own equipment, the employee is responsible for maintenance and repair of that equipment. Office supplies (e.g., pens and paper) shall be provided by the agency and should be obtained during the teleworker's in-office work period.

The employee is expected to use their own furniture, telephone lines and other equipment (with the exception of any equipment provided by the County).

Security

The teleworker is responsible for maintaining confidentiality and security at the alternate workplace, as the teleworker would at the primary workplace. The employee must protect the security and integrity of data, information, paper files and access to agency computer systems. County Information System policies apply to teleworking, the same as they would in the primary workplace.

Child Care, Dependent Care and Business Guests

Teleworkers may not use telework as a child care or dependent care option. The teleworker may not have business guests at the alternate workplace or any other location except at County offices.

Mileage Reimbursement

Mileage between the home and the employee's assigned office or other telework location shall be considered commute mileage and not subject to reimbursement.

Fayette County
Teleworking Agreement

Telework is working at a location other than at a County office. This can be either at a home or another location. Telework is an option that management may choose to make available to qualified employees when a mutually beneficial situation exists. It is not a universal employee benefit. Employees do not have a "right" to telework and this work option may be terminated by the employer at any time.

The following conditions for telework must be agreed to by the teleworker and the County:

1. The employee agrees to work at the following location:
   _____
   (*Home or alternate work address)*

2. The employee will telework _____ day(s) a week, or _____ days a month.

3. The employee's work hours will be as follows:
   Day: _____ From: _____ To: _____

4. Equipment to be used by the employee at the telework worksite will be agreed to by both the employee and their supervisor. The following equipment is needed to complete the telework assignment:
   _____

   _____

5. The supervisor and employee agree to the following arrangement regarding business telephone calls, use of cell phone and use of a fax machine:

   _____

   _____

6. The employee agrees to call the central office to retrieve work-related messages at least _____ times per telework day.

7. The employee agrees to "check out" all supplies needed by contacting the appropriate office staff.

Additional conditions agreed upon by the supervisor and the employee are as follows:

_____

_____

_____

Telework Standards: When a telework assignment is agreed upon, the following standards apply:

1. Telework is a management option and may be terminated by the employer at any time.
2. The duties, obligations, responsibilities and conditions of a teleworker's employment with the state are unchanged. The employee's salary and benefits are unchanged.
3. All records, including training, must be kept for a minimum of three years. The manager and the coordinator within each agency will be responsible for all record keeping associated with telework.
4. Work hours, overtime compensation and vacation schedule must conform to terms agreed upon by the employee and agency.
5. The use of equipment, software, supplies and furniture, when provided by the County for use at the offsite work location, is limited to authorized persons and for purposes relating to County business only.
6. Employees should designate a work space for installation of equipment. This work space should be maintained in a safe condition, free from hazards and other dangers to employees and equipment.
7. Since the offsite work location shall be considered an extension of the County work space, the County's workers' compensation liability for job related accidents will continue to exist during the employee's telework hours.
8. In the event of delay in repair or replacement of equipment or any other circumstances under which it would be impossible for the employee to telework, the employee's supervisor may assign other work or request that the employee move to another location.
9. When County equipment is provided to the employee, the employee is responsible for ensuring that the equipment is properly used. The County will provide for repairs to County equipment.
10. When the employee uses their own equipment, the employee is responsible for maintenance and repair or equipment.
11. The employee remains liable for injuries to third persons or members of the employee's family on the employee's premises.
12. Requests to work overtime or to use sick leave, vacation or other leave must first be approved by the employee's supervisor in the same manner as when working in the regular office.
13. If a teleworker is sick while working at home, the teleworker is required to report the hours worked, and must use sick leave or other accrued time to cover the hours not worked.
14. Teleworkers may not use telework as a child care or dependent care option. The teleworker may not have business guests at the alternate workplace or any other location except at County offices.
15. Employees remain obligated to comply with all County rules, policies and instructions. Violations of these rules, policies, etc. may result in preclusion from telework or disciplinary action, up to and including termination of employment.

16. Individual tax implications related to the home work space shall be the responsibility of the teleworker. Participating employees are advised to consult a tax expert.
17. With reasonable notice, the County may make onsite visits to the employee's offsite work location to determine if the place is safe, to ensure there are no hazards and to maintain, inspect, repair or retrieve County owned equipment, software, data or supplies.
18. As a telework employee, I have reviewed the conditions of this Teleworking Agreement and the County Telework Policy with my supervisor and agree to the conditions.

_____ _____

Employee Signature and Date Supervisor Signature and Date

_____

Human Resources Director Signature and Date