



# Telework Plan

## Lewis and Clark County

Teleworking is a flexible work arrangement offered by Lewis and Clark County where an employee performs the duties and responsibilities of their position, and other authorized activities, from an approved worksite other than the location the employee would normally work on the employer's premises. Following are the provisions of this Telework Plan.

### SECTION 1: SUMMARY INFORMATION

Employee:	Manager/Employer:
Department:	Date:

### SECTION 2: PLAN CONTENTS

<b>1. Work Duties and Responsibilities</b>	If different than the duties outlined in the current job description, the Employee's work duties and responsibilities while teleworking will include:
<b>2. Telework Location</b>	Location: Address: City, State, Postal Code: Personal Phone: Business Phone: Fax: E-mail:
<b>3. Date/Duration of Telework Schedule</b>	The Employee's telework schedule will be implemented starting on <b>(mm/dd/yy) and ending on (mm/dd/yy)</b> :  In accordance with the Lewis and Clark County Telework Policy No. 1.2.16.IV.9, the Telework Plan may be discontinued at any time at the sole discretion of the Department Head/Elected Official and approved by the Chief Administrative Officer.
<b>4. Schedule</b>	The Employee's telework schedule and hours will be as follows: Days of the Week: Hours per Day:

	<p>In office Days: In office Hours per Day:</p> <p>The Employee will make necessary adjustments or changes to their telework schedule if required to attend in person at the worksite, based on operational requirements as determined by the supervisor or Department Head/Elected Official.</p> <p>Employee initiated schedule changes must be with advanced approval by the supervisor.</p>
<b>5. Employee Status, Benefits, Policies and Entitlements</b>	<p>Telework results only in a change to the work location of an Employee. Other aspects of the employment relationship – including Employee benefits, entitlements, responsibilities, salary administration, and the application of terms and conditions of employment, collective bargaining agreements and workplace policies remain unchanged.</p>
<b>6. Conditions of Employment, Policy and Guidelines, Collective Agreements etc.</b>	<p>Work hours, overtime compensation, use of sick leave, and approval for use of vacation or comp time will conform to Lewis and Clark County policies and procedures, departmental guidelines, or to the appropriate collective bargaining agreement, and to the terms otherwise agreed upon by the Employee and the Supervisor.</p>
<b>7. Occupational Safety and Health</b>	<p>The Employee agrees to maintain a designated workspace that meets occupational safety standards for the home office and office ergonomics.</p> <p><b>Ergonomic Considerations; Working Alone Call-In Procedures; and Emergency Preparedness.</b></p> <p>WC liability for work related accidents will continue to apply to work performed during the teleworkers designated schedule as defined in this Telework Plan and according to Workers' Compensation laws and the County Workers' Comp. policy.</p> <p>The Employee will follow safe work practices and promptly report any work-related accident that occurs at the Telework Location to their supervisor and/or appropriate Employer representative.</p>
<b>8. On-Site Visits</b>	<p>The Employee agrees that on-site safety and suitability visits by the Employer <u>may</u> be performed prior to the commencement of telework and then on a regular basis, with advance notice. These visits will be to ensure that the home office meets basic safety standards and the designated home office is suitable for the tasks to be performed by the Employee.</p> <p>Other on-site visits may also be made for the purpose of retrieving equipment and other Employer property in the</p>

	<p>event of the Employee's illness, termination, or any other extraordinary circumstances.</p>
<p><b>9. Costs</b></p>	<p>Flexible work arrangements should not generate additional net costs for the Employer. Flexible work arrangements are voluntary, and most expenses related to setting up and maintaining an Employee's home office are the responsibility of the Employee.</p> <p>The Employer will typically provide a computer (laptop or hard drive and monitor), accessories (keyboard, mouse, headset) and basic office supplies including pens, paper, file folders, notebooks, etc.</p> <p>The Employee will typically be responsible for costs related to: office furniture (desk, chair, etc.), home renovations, home internet service, and other utility costs such as heat/electricity.</p>
<p><b>10. Insurance</b></p>	<p>The Employee will ensure that teleworking (i.e. operating a home office) does not breach the terms of their household insurance policies.</p>
<p><b>11. Confidentiality/Security Standards</b></p>	<p>The teleworker agrees to maintain confidential information as required.</p> <p>Employee will promptly report to their supervisor, any circumstances or incidents which may compromise the confidentiality of any property, documents or information in connection with their employment.</p>
<p><b>12. Performance</b></p>	<p>The Employee must ensure that personal responsibilities are managed in a way which allows them to successfully meet their job responsibilities.</p>
<p><b>13. Tax implications</b></p>	<p>Working from home, and/or having a home office may have tax implications for the Employee if the work is performed in a different state than the Employer. The Employee is responsible for understanding the laws or rules surrounding potential tax implications or reporting requirements.</p>
<p><b>14. Equipment</b></p>	<p>The teleworker agrees to provide a secure location for County-owned equipment and materials, and will not use, or allow others to use such equipment for purposes other than County business. All equipment, records, and materials provided by Lewis and Clark County shall remain County property.</p> <p>The telecommuter agrees to return County equipment, records, and materials within 2 days of termination of this Telework Plan. All County equipment will be returned by the Employee for inspection, repair, replacement, or repossession with three (3) days written notice.</p>

	<b>IT &amp; S Equipment Issued:</b>  <b>Date:</b>
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**Supervisor Recommendation**

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**Required Signatures**

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