

Teleworking Policy

Effective Date: Adopted May 14, 2002

§-I. PURPOSE It is the policy of Cobb County Government to encourage a project for Teleworking by its work force as a means of achieving improvement of air quality, increasing productivity, and realizing more effective use of existing resources. Additionally, Teleworking provides an alternate option for accommodating employees with disabilities. Teleworking may be advantageous in facilitating an environment of increased productivity and work quality as a result of tasks performed with fewer interruptions.

Teleworking is voluntary and requires cooperation and close coordination between the Telemanager and the Teleworker. Commitment of the Teleworker is imperative and directly related to the success of this activity. Teleworking is a privilege and not an employee benefit, and can be revoked at any time.

§-II. SCOPE

- Employee must be in a permanent status for at least one year.
- Employee must be exempt from overtime.
- Employee must have an acceptable attendance record.
- Employee must have a suitable home environment. The area must be free from distractions, have appropriate lighting and ventilation, and meet all required safety standards.
- Employee must be able to perform at least one or more measurable tasks. This task would require limited face-to-face interaction and limited need to access in-house reference material.
- Task(s) must be performed with employee's personal equipment (computers, phones, fax)
- Employee must have office voice mail or a pager to maintain office communication.
- Employee must sign and abide by the Teleworking Agreement.
- Employee and Telemanager must attend a teleworking training session provided by the Human Resources Training Unit.

§-III. POLICY Teleworking is the practice of allowing employees to work from home, a satellite office, or other remote work centers, rather than at an employee's standard work site. Teleworkers utilize equipment including computers, fax machines, and telephones to maintain communication between the standard work site and the Teleworker's remote location.

§-IV. PROCEDURES

A. Definitions

Telemanager - is a manager that directly supervises the Teleworker. The Telemanager is responsible for evaluating the effectiveness of the program for each participant. If a problem arises that cannot be resolved, the Telemanager is responsible to terminate the teleworking agreement for the employee. Should any termination occur, the Telemanager

must provide written notification to the Clean Air Coordinator. The Telemanager is also responsible for providing monthly reports and responding to quarterly surveys.

Teleworker - is an employee that is permitted to work from their home and he or she will be responsible for adhering to the guidelines of the Teleworking Policy which includes working at least the number of hours that will be paid for that day. A teleworker's job may require that all or part of a teleworking day be forfeited due to priorities in the office. This priority will be determined by the Telemanager. Since Cobb County is a government organization and public scrutiny should always be a concern for everyone in this program, it is imperative that the teleworker be sensitive to how the citizens perceive your actions during a teleworking day.

B. Participation

Participation in the Teleworking program is based on the review and approval of the Teleworker's questionnaire. Participation in the program will be at the discretion of the Department based on information provided in the Teleworkers questionnaire.

Basic terms and conditions of employment apply to all Teleworkers. Teleworking does not change an employee's salary or benefits, job title, or job responsibilities. Teleworking hours, vacation, compensatory time, and paid overtime must be approved in advance by the Telemanager. All policies, practices and instructions of Cobb County Government remain in effect during work hours while the Teleworker is working at the remote location.

Teleworkers will be paid for one work shift during a teleworking day. The Telemanager will enter this work shift on the time record or the Teleworker will call in his time to a Voice 1 unit. Comp Time accrual is not allowed on a teleworking day. Teleworkers shall notify the Telemanager as soon as possible whenever illness or a personal emergency occurs on a Teleworking day. Sick, emergency or other leave usage shall be recorded by the Teleworker on the time record the day of occurrence.

Telemanagers are required to forward a monthly report, due by the 6th of each month to the Clean Air Coordinator. The report will provide the amount of time saved and reduction in commute miles. With this information, a database will be maintained which will assess how much Cobb County is contributing to save the environment.

C. Equipment

All equipment used in Teleworking will be the responsibility of the employee. The County will not provide service or maintain any equipment needed for Teleworking. Warranty and maintenance issues are the responsibility of the employee.

The specific equipment, supplies and other resources necessary for a Teleworking project or task shall be determined by consensus of the Teleworker and Telemanager. Should the equipment become inoperable or unavailable, the employee is not excused from work commitments and may be required to return to the work site. The County will not reimburse Teleworkers for the purchase of standard office supplies normally available at the work site. It is the responsibility of the Teleworker to gather and transport all necessary items for the completion of tasks assigned for Teleworking. The County will make no provisions for providing copiers or special telephone equipment. Upon approval by the Telemanager, any necessary long distance telephone call cost will be reimbursed to the employee when the required documentation is provided.