

## **Ector County Temporary Telecommuting Policy**

In the event of an emergency such as a weather disaster or pandemic, ECTOR COUNTY may allow or require employees to temporarily work from home to ensure business continuity.

### **Procedures:**

In the event of an emergency, ECTOR COUNTY may require certain employees to work remotely. These employees will be advised of such requirements by the Department Head or Elected Official (Manager). Preparations should be made by employees and Managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware and software. The I.T. Department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations. All requests shall be prioritized by the I.T. Department.

For voluntary telework arrangements based on declarations of emergency by the County Judge and/or Commissioners Court, either the employee or Manager can initiate a temporary telecommuting agreement during emergency circumstances. The employee and Manager will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement, including equipment needs and scheduling issues.

A Telecommuting Agreement shall be prepared by Human Resources and signed by the employee and his or her Manager, as well as the I.T. Director. A Transfer Sheet for any and all County equipment, including peripheral equipment, must be signed by the employee, his or her Manager and I.T. before any equipment will be transferred for telecommuting use.

The employee will establish an appropriate work environment within his or her home for work purposes. ECTOR COUNTY will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

ECTOR COUNTY will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the County is to be used for business purposes only.

Consistent with the County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and ECTOR COUNTY may require employees to return to regular, in-office work at any time. All County equipment will be returned at that time and a request to have it reinstalled will be submitted to the I.T. Department.