

## Telework

### 358.1 PURPOSE AND SCOPE

To set forth guidelines for a pilot alternative telework location/schedule program. This policy applies to employees selected to participate in pilot program.

#### 358.1.1 DEFINITIONS

**Telework** - An alternative work location/schedule allowing the employee to work from home no more than three days a week.

### 358.2 AUTHORITY AND REFERENCES

- Riverside County Board of Supervisor Policy C-6;
- Riverside County Board of Supervisor Policy K-3.

### 358.3 POLICY

Riverside County Probation Department realizes the benefits of an alternative telework work location/schedule for eligible employees. Eligible employees will work from home no more than three days a week as designated by their Division Director. An employee may be placed on a telework location/schedule no more than three years at which time they must return to a traditional work location/schedule. Riverside County Probation Department maintains the ability to cancel an employee's telework location/schedule at any time for the benefit of the Department.

### 358.4 PROCEDURE

#### 358.4.1 ELIGIBILITY

- (a) Eligible assignments will be approved by the Chief Probation Officer or Designee.
- (b) Employee must not be in a probationary period.
- (c) Employee must be in good standing and have a rating of standard or above on their most recent evaluation.
- (d) Employee must have a minimum of one year in current assignment for which they will be teleworking.

#### 358.4.2 TELEWORK SCHEDULE

- (a) Selected employees will work from their home no more than three days a week.
- (b) Telework days will be designated by employee's Division Director as deemed beneficial for the Department.
- (c) Employee's will work assigned hours while teleworking from their home and will monitor their hours to prevent overtime. Overtime will be paid per Riverside County Probation Department Overtime policy.

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- (d) Employee can be called into work by their Division Director or designee at any time. Employees must respond immediately to work site in appropriate work attire.
- (e) It is the employee's responsibility to remain in contact with their office, supervisor, and colleagues as deemed necessary by their Division Director.
- (f) Telework employees MUST sign a telework agreement form prior to starting their alternative work location/schedule.
- (g) Employees may not provide primary care for children less than 12 years of age when they are teleworking from home. Employees may work at home only if someone else is providing primary care for the child during work hours.
- (h) Employees may not care for elderly adults who would otherwise need care while employee is working at home.

#### 358.4.3 EQUIPMENT

- (a) The Department will provide all required technical and desk equipment. It is the employee's responsibility to maintain a broadband/DSL internet connection in their home for work purposes. A VPN user account will need to be set up. Employees will be responsible for reading Board Policy A-58 and completing Appendix D. The Division Director or designee will forward the completed Appendix D form as an attachment with a memo to the department IT manager approving the request. The Appendix D form has to be approved by the Department's IT Manager, who will then forward a signed copy to the Division Director. (using internet, <http://boardos.co.riverside.ca.us> will bring up the BOS policies)
- (b) Employees will be provided with a cell phone for work purposes only. Employees must answer their cell phone during work hours as agreed upon with their Division Director.
- (c) Employee's home workstations are considered an extension of the employee's regular office workstation. Employees are responsible for maintaining safe conditions at their workplace. Employee is responsible for maintaining the equipment in good working condition. Periodic safety checks will be conducted by Department staff and notice will be given 24-hours prior to a visit.
- (d) Employee will obtain and maintain homeowner/renter insurance that is for an amount equal or greater to the cost of the County-owned equipment through out the duration of their telework location/schedule. Employee must provide a copy of their insurance policy to their Division Director to be stored at the Division office until termination/expiration of employee's telework location/schedule at which time it will be returned to employee.

#### 358.4.4 EXPIRATION/TERMINATION OF TELEWORK AGREEMENT

- (a) Riverside County Probation Department can terminate an agreement at anytime based on the needs of the department.
- (b) If Employee's evaluation falls below standard, the telework agreement will be terminated and the employee must return to a traditional work location/schedule. Employees will become eligible for telework six months after receiving a standard or above on their evaluation.

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- (c) Employee may terminate their telework work location/schedule at anytime and return to a traditional work location/schedule.
- (d) Failure to abide by the telework agreement is grounds for removal of the employee from the telework program and could result in disciplinary procedures.
- (e) All telework work location/schedules will automatically expire at three years. Employees must work a traditional work location/schedule for a minimum of six months prior to being eligible to return to a telework location/schedule.
- (f) Upon completion/termination of the telework program all equipment will be returned to the Riverside County Probation Department.

Date: 03/04/2009

Attachments:

[1. Telework Agreement](#)



# RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



MARK A. HAKE  
CHIEF PROBATION OFFICER

## Telework Agreement

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Title: \_\_\_\_\_ EID#: \_\_\_\_\_

Work Site: \_\_\_\_\_ Assignment: \_\_\_\_\_

Remote Work Site: \_\_\_\_\_  
Address City Zip Code

Site Type:  Owned Residence  Rented Residence

Home Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Department Issued Cell Phone: \_\_\_\_\_

### Telework Schedule- Up to 3 days at Remote Work Site

Monday	Tuesday	Wednesday	Thursday	Friday

Monday	Tuesday	Wednesday Pay Day	Thursday	Friday

Employee is expected to come to the main office to pickup/drop-off supplies and materials, attend meetings, conduct interviews, etc. Employee will attend all unit and general staff meetings, STC training, and any others as specified by their Supervisor.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Employee may be called into the worksite at any time by the Director or designee. Employee will respond immediately to the worksite when called whether it is a telework day or not. Employee will respond in appropriate work attire

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

**Telework Day Schedule:**

Start \_\_\_\_\_  
Lunch \_\_\_\_\_  
End \_\_\_\_\_

Total Hours: \_\_\_\_\_ CORE Hours: \_\_\_\_\_ - \_\_\_\_\_

\* CORE hours are the time period in which the employee will be available by phone.  
It is the employee's responsibility to monitor their work hours to prevent overtime.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

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**Telework Remote Work Site:**

Workspace Location at Remote Work Site: \_\_\_\_\_  
Room workspace will be located

The employee agrees to maintain the work area in a safe condition, free from hazards and other dangers to the employee and equipment.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Employee is responsible for maintaining the equipment in good working condition.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Employee Insurance:     Homeowner's                       Renter's

Insurance Provider: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employee must have homeowner/renter insurance that is for an amount equal or greater to the cost of County-owned equipment. Copy provided to Division Director or designee.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Regarding County-owned equipment, the employee agrees:

- It will only be used to conduct County Business
- To protect and be solely responsible for the equipment
- To operate it safely
- To return it to their supervisor upon resignation, transfer, termination of telework or at the County's request.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

**Issued County Equipment (as applicable):**

<u>Cell Phone</u>	Serial #: _____	Phone #: _____
<u>Computer-Tower</u>	Serial #: _____	
<u>Computer-Monitor</u>	Serial #: _____	
<u>Fax Machine</u>	Serial #: _____	
<u>Lockable File Cabinet</u>	Serial #: _____	
<u>Work Desk</u>	Description: _____	
<u>Computer Chair</u>	Description: _____	
<u>Surge Protector</u>	Description: _____	
<u>Scanner</u>	Description: _____	
<u>Shredder</u>	Description: _____	
_____	Description: _____	
_____	Description: _____	
_____	Description: _____	

The employee agrees to maintain a DSL/Broadband connection at their remote work site. The employee is solely responsible for paying for the internet connection.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

The employee has read Board Policy A-58 and has completed Appendix D.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

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**Security of Records & Logs:**

Employee agrees to keep all records, notes, and files in a locked file cabinet at the remote work site. When no longer needed, the materials will be brought to the office for destruction. Any employee misusing confidential information, data, or records may be subject to disciplinary action up to and including termination.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

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**Agreement:**

Employee will remain in contact with their office, Supervisor, and colleagues as deemed necessary by their director.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Employee may NOT provide primary care for children less than 12 years of age while teleworking. Employee may work at home only if someone else is providing primary care for the child during work hours.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Employees may NOT care for elderly adults who will need care while employee is teleworking.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Periodic safety checks will be conducted by Department staff and a notice will be given to employee 24-hours prior to a visit. Employee will accommodate Department staff during their safety checks of remote work site.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

**Termination of Agreement:**

Riverside County Probation Department can terminate telework agreement at anytime based on the needs of the department. In addition, employee may terminate telework agreement at anytime and return to a traditional work location/schedule.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

If employee's evaluation falls below standard, the telework agreement will be terminated and the employee must return to a traditional work location/schedule. Failure to abide by the telework agreement is grounds for removal of the employee from the telework program and could result in disciplinary procedures.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

All telework work location/schedules will automatically expire at three years. Employees must return to a traditional work location/schedule at the termination of the telework location/schedule. Upon completion/termination of the telework program all equipment will be returned to the Riverside County Probation Department.

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

Telework location/schedule Start Date: \_\_\_\_\_

Maximum End Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Supervisor Initials

This agreement has been reviewed and agreed upon for participation in the Riverside County Probation Department's telework program.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date