
Applies to: Some regular, full-time, part-time, exempt and non-exempt staff

POLICY

Issued: 8/22/16

Revised:

Revision being considered:

In recognition of the challenges employees may face in balancing the demands of the work place it is the policy of the Athens County Children Services to support the creation of Alternative Work Site (AWS) arrangements of a short-term duration, as mutually agreed to by the individual employee, the supervisor, deputy director, and with the executive director's authorization. The Alternative Work Site policy is established in consideration of technological advances, workplace wellness, and in recognition that some job responsibilities may be conducive to less traditional work site arrangements.

Alternative Work Site arrangements are a viable workplace option that must demonstrate a value benefit to Athens County Children Services while offering employee flexibility in delivering quality services to our clients and community. The value benefit must be either a cost savings or an increase in productivity and not simply a convenience to an employee. Working from an alternate location is neither an entitlement nor agency-wide benefit and it must be applied for and approved.

Not all jobs are appropriate for AWS arrangements. Jobs that work exclusively with equipment or information only accessible at the traditional work site or that require face-to-face contact at a particular geographic location do not fit the AWS approach. Eligibility criteria, department and unit work schedules, performance measures and cost effectiveness are all important components of the remote work program. Eligibility depends on the employees essential functions and if the responsibilities can be fulfilled in utilizing an Alternative Work Site without creating an undue hardship for ACCS. Staff in good standing with Athens County Children Services are eligible to be considered for this type of work arrangement.

Under no circumstances is an employee permitted to meet with a client at their remote work site, unless specifically authorized by management in writing.

Requests for Alternative Work Site arrangements are subject to the approval of the employee's Supervisor, Deputy Director, and Executive Director based on the department's operational needs. Approvals may take into account the nature of the work involved, the duration of the assignment, and the suitability of the proposed work site. Employees are allowed pre-approved AWS arrangements of up to 7 hours per week, unless business needs permit otherwise. If additional AWS hours and/or any long-term AWS arrangements are **necessary for essential business**, the approval from the Executive Director is required.

The Executive Director has final discretion on all Alternative Work Site arrangements. The Alternative Work Site approach may be discontinued at the discretion of the ACCS Board at any time.

GUIDELINES

Definition:

Alternative Work Site arrangements are defined as work performed at the employee's home or other off-site location that may be securely linked electronically to operational systems used by Athens County Children Services

Holidays are considered 7-hour days for all full-time employees and Alternative Work Site arrangements ARE NOT eligible to work holidays.

Alternative Work Site arrangements are not allowed for sick time usage. If employees calls off sick, the employee IS NOT permitted to work from home or other location while on sick leave status. This includes providing care for a sick child or adult.

Representatives from human resources, risk prevention management and information technology are available to assist departments in assessing the suitability of the proposed work site.

PROCEDURES

Employee Request and Requirements:

- A. The employee must apply for AWS consideration and complete an Alternative Work Site Application & Work Plan and have an approved Alternative Work Site Agreement.
- B. If an Alternative Work Site Application/Plan and Agreement is approved, the staff member must select "AWS Time" under the Project drop down tab within their Time Clock Transaction. Use the "Entry Note" section if further explanation is warranted.
- C. Employees must respond to their e-mail, phone calls and voice mail throughout the day when working away from the office.
- D. Employee must be meeting performance responsibilities
- E. Employee must be past their probationary period
- F. It is required that the employee has a secure high-speed Internet connection.
- G. The employee remains obligated to comply with all pertinent ACCS rules, policies and practices, and instructions that would apply if the employee were working at the regular work site.

- H. It is the employee's responsibility to maintain a designated workspace in a safe condition free from hazards.
- I. The employee must consistently demonstrate an ability to work well with general or limited supervision, must have demonstrated a thorough knowledge and understanding of the job description and assigned tasks, must have a history of reliable and responsible accomplishment of work duties, and must have the ability to establish priorities and manage work time appropriately in regards to their job classification.
- J. The employee must maintain an Alternative Work Site within the State of Ohio
- K. Employees may be asked to submit documentation of AWS activity at any time.
- L. Remote work is not a substitute for dependent care. As stated, an employee's productivity is expected to increase as a result of participation in the AWS arrangement. If issues involving child or adult care reduce or otherwise impact productivity, the employee's participation in the remote work program may be ended.
- M. The employee is responsible for the replacement cost of any equipment that is damaged or lost due to negligence.
- N. AWS arrangements may increase an employee's housing expenses such as utilities or insurance. ACCS assumes no responsibility for any operating costs associated with an AWS arrangement.
- O. For most job duties an agency laptop, tablet (iPad) or other technology device is provided, if a personal device is used all antivirus software must be up-to-date. The agency approval is recognized by completing the Acknowledgement of Equipment Receipt form.
- P. Suspension of the AWS application is at the Executive Directors discretion and may have to be utilized for coverage concerns, emergent situations, and business obligations. In the case of a suspension of AWS use the employee is to report to the agency.
- Q. AWS may be subject to on-site visits by ACCS leadership.

Supervisor Review and Requirements:

- A. Supervisor must provide prior approval for whether employee can complete SACWIS or webmail work away from the office. Supervisor can refuse the privilege to work away from the office if there are performance concerns.
- B. Supervisors will deny AWS requests if employee is in their initial probationary period.
- C. Employees must have demonstrated proficiency in the task they are completing.
- D. Employees will submit a work plan identifying daily activities to be completed on an AWS.
- E. There must be producible evidence of the employee's work completed, supervisors must review AWS work each week.
- F. Employees must check and respond to their e-mail and voice mail throughout the day when working away from the office.

G. Employees can only complete a maximum of 7 hours/week of work away from ACCS.

Safeguards and Confidentiality:

- A. Access SACWIS or Agency Email only through secured Internet connections.
- B. **DO NOT** use free wireless Internet connections such as those available in restaurants and places of business.
- C. If you use wireless Internet connection at home it is required that you have a secure WiFi login passcode, also confirm with your Internet Service Provider that your connection is secure and cannot be accessed by individuals outside your home.
- D. If you access SACWIS or Agency Email through your home computer, you must maintain up-to-date antivirus software.
- E. When using SACWIS, Agency Email and Work Product away from the office, no reports may be downloaded, saved or printed.
- F. If you access SACWIS or Email in a setting, including your home, where non-ACCS employees are around, you must position yourself and the computer screen so others cannot view data in SACWIS or Agency Email.
- G. When you are signed on for a SACWIS or Agency Email session, do not leave the computer or technology device unattended. If you leave the computer or technology device, you must log out of SACWIS or Agency Email.
- H. If there is a need to transport material on a memory device (Flash-drive) it must be encrypted and the encryption key must be provided to the IT representative.
- I. **DO NOT** leave technology devices left unattended and unsecure. It is the employee's complete responsibility to safeguard clients, staff, and others confidential information.
- J. Employees whose essential job duties call for SACWIS or Agency Email must sign off on an ACCS laptop/tablet and SACWIS Confidentiality and Use Policy Form, JFS 07078 Form and/or Acknowledgement of Equipment Receipt.

REFERENCES

ACCS laptop/tablet and SACWIS Confidentiality and Use Policy Form
JFS 07078 Code of Responsibility Form
Acknowledgement of Equipment Receipt
Alternative Work Site Application & Work Plan
Alternative Work Site Agreement

Procedure Approved: 8/22/16 Procedure Revised:
