

## REMOTE WORK

### SUMMIT COUNTY CHILDREN SERVICES

<b>ORC:</b> N/A  <b>OAK:</b> N/A  <b>USC:</b> N/A  <b>CFR:</b> N/A	<b>ORIGINAL:</b> 6/1/2020  <b>REVISIONS:</b> N/A  <b>RELATED FORM(S):</b> Asset Control Form; Mileage Reimbursement; Request for Reimbursement; Tables of Discipline  <b>RELATED PROCEDURE/POLICY(IES):</b> Confidential Information/Records; Dress Code; Electronic Communication; FULA Leave Expansion & Emergency Paid Sick Leave; General Health & Safety Guidelines; Incident Reporting for Staff, Visitor/Client, Volunteer or Student; Mileage Reimbursement; Mobile Device Usage; Professional Ethics and Conflict of Interest; Supervisory Conference; Travel Reimbursements; Work Schedule (NBU & MGMT.); CBA: Section 206.01; Section 206.02 & LOU RE: Section 206.02; Article 302 (Work Schedules); Article 303 (Overtime); Section 304.03 & Article 601.04 (Mileage)
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| <input type="checkbox"/> Administrative             | <input type="checkbox"/> Legal                               |
| <input type="checkbox"/> Fiscal                     | <input type="checkbox"/> Safety & Security                   |
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Social Services - All Departments   |
| <input type="checkbox"/> Information Technology     | <input type="checkbox"/> Social Services - Foster & Adoption |

All Staff ☒      Bargaining Unit ☐      Non-Bargaining ☐      Management ☐

### **POLICY:**

The purpose of this policy is to outline the voluntary Remote Work requirements for employees at Summit County Children Services (SCCS) which may be made available to staff. Employees identified to participate in the voluntary Remote Work program must adhere to all SCCS policies, procedures and expectations.

Remote Work is a privilege and is not guaranteed for any individual or classification. . The determination for eligibility for Remote Work is at the sole discretion of SCCS.

## PROCEDURE:

### I. Expectations

- a. Participation in this Remote Work program is voluntary and is subject to revocation by either party at any time.
- b. Employees participating in the voluntary Remote Work program are subject to the same rules, policies, and procedures regarding attendance, leave, job performance, performance evaluations, and corrective action as all other employees.
- c. Employees working remotely must be prepared to return to the agency at any time deemed necessary by the agency, for any reason. Return to the agency could be temporary or permanent based on individual circumstances and/or operational needs within a classification/job function.
- d. Remote Work employees are expected to be available and respond to his/her supervisor in a timely manner during his/her scheduled hours, and to contact the supervisor for any necessary assistance or approval.
- e. Remote Work employees must be available and respond to coworkers, other professionals, and families in a timely manner during his/her scheduled hours.
- f. Remote work employees could be called into the agency in the case of a work related emergency, as quickly as fifteen-sixty (15-60) minutes, based on the distance of the employee and the nature of the emergency.
- g. Remote Work employees are expected to participate in all agency meetings during working hours. This includes, but is not limited to: supervision, unit/department/agency meetings, court hearing/preparations, client/family meetings, etc. Remote access to meetings may be approved in advance by the employee's supervisor or chain of command. Unless otherwise granted, Remote Work employees are expected to appear in person.
- h. Remote Work is not to be utilized for providing care to others at home (e.g., child care, elder care, etc.). During the month of June 2020, SCCS will make reasonable accommodations to allow for school age and/or child care to occur in the homes so long as the employee is communicating with his/her supervisor regarding these specific needs.

Effective July 1, 2020, employees, for whom Remote Work assignments continue, are required to have adequate arrangements for caregiving before a Remote Work assignment is approved.

During the period of June 1 through December 31, 2020, employees who have child care needs stemming from COVID-19 are required to contact the HR Department to discuss the Family & Medical Leave Expansion Act

(FMLEA) and Emergency Paid Sick Leave Act (EPSLA). If leave is approved under the FMLEA & EPSLA, employees may be considered for Remote Work assignments.

- i. Employees working remotely will have a plan for receiving assignments, returning assignments, and reporting to the supervisor.
- j. Remote Work employees must comply with all applicable agency and program-specific requirements, statutory requirements, federal, state and local laws and regulations, and administrative rules.
- k. Employees must protect the security and integrity of data, information, paper files, and access to agency computer systems. SCCS and ODJFS confidentiality and security standards apply to all Remote Work. Each employee must follow the rules and procedures for Information Technology (IT) security.

## II. Remote Work Schedule

- a. Employees who have been approved for Remote Work are expected to work their normal scheduled hours as outlined in the current Collective Bargaining Agreement (CBA) and agency policies.
- b. To make any changes to his/her scheduled hours employees must follow the same procedures used when working in the office, and as outlined in the current CBA language and agency policies.
- c. Remote Work may be approved full time or intermittently based on approval by the employee's supervisor and chain of command.
- d. Employees are required to use his/her Outlook Calendar to track all work related appointments. Outlook can be accessed through webmail at <https://sccsemail.summitkids.org/owa> or Virtual Private Network (VPN) from a state issued computer/mobile device.
- e. Employees who work in the field are required to enter the Client Name or ID, along with a physical address of where the field visit is scheduled prior to a visit for safety reasons.

## III. Time Keeping

- a. The policies and procedures for tracking work time, lunches and breaks remain the same for Remote Work, including use of benefit time.
- b. Effective July 1, 2020, employees working remotely are required to supplement any time not worked with benefit time, subject to the approval processes outlined in the current CBA language and agency policies.

- c. SCCS reserves the right to have the supervisor verify documented work hours prior to authorizing payment via KRONOS.
- d. Overtime requirements remain consistent with current CBA language and agency policies.

#### IV. Remote Work Space Requirements

- a. Remote Work spaces need to ensure safety, sufficient space, reliable connectivity, information security and freedom from personal disruptions.
- b. A dedicated high-speed internet connection to the home is required, and employees assume responsibility for those costs

#### V. Equipment for Remote Work

- a. The employee and supervisor shall determine the minimum equipment and software necessary for the employee to complete assignments remotely.
- b. Any equipment provided by the agency must be properly inventoried and listed on the *Asset Control Form*. Agency-issued equipment is provided for use on work assignments only. Other household members or anyone else are not permitted to use SCCS equipment. Reference CBA Section 206.01 and the Mobile Device Usage policy for more information regarding damaged equipment.
- c. The employee will have access to all of the same software and systems as they do at their official duty station. The employee may not install or download any other software without approval. Only agency-owned software may be installed on agency-owned equipment.
- d. Remote Work employees are prohibited from saving SCCS information or data on a personal PC or other personal device (e.g., USB drive, CD, floppy drive, etc.). Work accessed on an employee's personal phone must be immediately transferred to an agency-approved storage system (e.g., SACWIS, Traverse, etc.) and immediately deleted from the personal device.
- e. Printing can be initiated from a remote work location via VPN, but will be printed at the agency. Remote Work employees will be required to coordinate follow up actions for all printed documents with staff working at the agency.
- f. The employee should never purchase or rent equipment, services or supplies on the assumption that the agency will reimburse the cost. Prior management approval must be obtained for any purchases.

- g. Employees working remotely can contact the IT Help Desk at [sccshelpdesk@summitkids.org](mailto:sccshelpdesk@summitkids.org) and/or (330) 379-2100.

## VI. Travel

- a. For purposes of determining time and mileage, the Employer shall use the shorter of time and distance measured from either the employee's residence or the Agency to the destination.
- b. Travel to the agency will be considered commute time and is not reimbursable unless otherwise provided in the current CBA language or agency policies.
- c. If the bona fide need to travel to the agency arises during the work day, travel may be considered work time; however, the commute is not subject to mileage reimbursement.

This policy may be terminated at any time deemed necessary by the agency. Amendments to this policy may be subject to Collective Bargaining Agreement requirements.