



# **Madera County Telework Policy & Guidelines**

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## 1. Background & Purpose

### *Background*

Madera County recognizes the business, societal, and personal benefits available through a carefully planned and managed telework program. Madera County Departments are encouraged to review their operations, if appropriate, and establish a formal telework program for their department, as successful telework programs are tailored to the environment in which they operate.

### *Purpose*

Telework is work conducted by an employee at a work site other than a County office or other County location. Telework may be used for part of the workweek, or periodically, as occasions arise where departments and employees benefit from such an arrangement.

The purpose of the *Madera County Telework Policy & Guidelines* is to provide a framework for telework in the County, and to establish guidelines and identify the responsibilities for County teleworkers and departments. County departments may adopt this process when creating a Program which more appropriately meets their needs.

Madera County's Telework Program ("Program") is designed for select employees who meet specific work standards and expectations, as outlined below.

## 2. Policy

Telework is a privilege, not a right. All County employees who telework must have an approved Telework Agreement under this policy. A County Department Head may have additional telework requirements, guidelines, or procedures, provided they are consistent with the intent of this Program.

Telework does not change the duties, obligations, responsibilities, or terms and conditions of County employment. Telework employees must comply with all County rules, policies, practices, and instructions.

Employees that telework must perform work during scheduled telework hours. Employees may not engage in activities while teleworking that would not be permitted at the regular worksite, including, but not limited to, child, elder, or other dependent care. Telework employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite.

A supervisor and department head, in consultation with Human Resources, may deny, end, or modify a Telework Agreement for a violation(s) of the Telework Agreement or for other good cause. Any modifications to Telework Agreements must be sent to Human Resources who may conduct an additional evaluation prior to final approval. Similarly, a telework employee may end or request to change a Telework Agreement at any time. Any such request will be evaluated by the department head to determine if it benefits the department and the employee. The County

may revoke an employee's privilege of participating in the Program at any time for failure to comply with the terms and conditions of their Telework Agreements and/or any other County policy. Any breach of the Telework Agreement may also result in disciplinary action, up to and including termination of employment.

The Telework Policy and Program is intended to be cost neutral. The County is not required to provide Telework employees with materials or supplies needed to establish an alternate worksite (desk, chair, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.).

Employees who telework will use a County owned laptop or mobile device. Departments have the sole discretion to provide any additional equipment (monitors, keyboards, mouse, etc.) or supplies while teleworking. Departments providing equipment, or other supplies, to telework employees must reasonably allocate those resources based on operational and workload needs. All County-owned equipment issued to an employee in order to telework must be returned immediately upon the end of their telework arrangement.

All County rules regarding the use of computers and the internet apply while an employee is teleworking, regardless of whether the employee is using County-provided or personal equipment.

### **3. Eligibility**

Eligibility for telework is based on the position, employee, and telework environment or for reasonable accommodations under the American with Disabilities Act (ADA) /California Family Rights Act (CFRA). Not every job, or every employee, is well-suited for telework. Employees who are not upholding County obligations, such as meeting performance or conduct expectations, are not eligible to telework.

#### *Consideration of the Employee & Position*

- a. The position includes tasks that can be accomplished independently.
- b. Teleworking will permit the employee to support the work of others and contribute to business operations in the same/similar manner as if the employee was at their primary County location.
- c. The employee has the necessary knowledge to perform the required job tasks away from the office.
- d. The employee demonstrates that they are reliable, responsible, self-directed, and able to work independently in performing their work duties.
- e. The employee demonstrates the ability to establish priorities and manage their time effectively.
- f. The employee can effectively complete work with minimal supervision/direction.

- g. The employee's job performance meets or exceeds expectations.
- h. The employee has a history of accurately reporting their time.
- i. The nature of the employee's position.
- j. The ability of the employee's supervisor to accurately monitor the employee's time and work performance while teleworking.
- k. The employee will continue to be accessible to internal and external customers and clients in the same/similar manner as if the teleworker was in their primary County location.

#### *Consideration of the Proposed Telework Environment*

- a. The employee confirmed they have the resources, internet connection, and other information technology needs for the required productivity.
- b. The information the employee needs can be accessed remotely, or files/materials can be removed from the office, while maintaining confidentiality of any sensitive documents, as applicable.
- c. The employee has the supplies, equipment, and access necessary to work efficiently and effectively at the alternative work location.

## **4. Agreement Options**

Telework Agreements can be on a regular and recurring or an occasional basis.

Regular and recurring means an employee works away from the regular worksite on an established day or days, and on a recurring schedule.

Employees who telework on a regular and recurring basis must be available to work at the regular worksite on telework days if needed. Employees must obtain prior authorization from their immediate supervisor and/or Department Head to change a regularly scheduled telework day.

Occasional teleworking means an employee works away from the office on an infrequent, one-time, or irregular basis. This option provides an ideal arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet the eligibility criteria.

## **5. Work Hours & Workspace**

All the rules applicable at the regular worksite are applicable while teleworking. That is:

- a. Work hours, overtime compensation, and vacation schedule must conform to state and federal law, the County Ordinance Code, County and departmental policies, the provisions agreed to in the respective Memorandum of Understanding (MOU) and to the terms (i.e., approved work schedule) of the Telework Agreement. Requests to work overtime, use of

sick leave, vacation or other leave must first be approved by the employee's supervisor in the same manner as when working in the office.

- b. Teleworker/employee must record and report all their time accurately as prescribed by the applicable policy, practice, MOU provision, law, or County Ordinance. If an employee is not able to work on a day scheduled for telework, the employee must code their timecard using the appropriate time to represent an absence. (i.e., if an employee is sick, they must use sick leave or other accrued time to cover the hours not worked.) If an employee works overtime while teleworking, that time must be recorded and reported accurately as well.
- c. Employees should designate a primary workspace for telework which follows the County's ergonomic standards. In addition, the workspace should be maintained in a safe condition, free from hazards and other dangers to the employee and equipment.
- d. Telework employees must work in an environment that allows them to perform their duties safely and efficiently. Employees are responsible for ensuring their work areas comply with the health and safety requirements covered in the eLearning module and Safety Self-Certification. The County and/or department may request photographs of the employee's designated work area to determine compliance with health and safety rules.
- e. The County is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

## **6. Supplies & Cost**

The costs associated with telework are primarily the responsibility of the employee. The department will provide for standard office supplies (pens, paper, pencils, etc.) and in some instances some departments may provide equipment if feasible and approved by department management. No other costs will be covered by the County unless prior written approval is given.

## **7. Equipment & Security**

- a. Employees who telework will shall exercise the same precautions to safeguard electronic and paper information, and protect confidentiality, and adhere to Madera County's record retention policies, especially as it pertains to the Public Records Act, as the employee would in a traditional office environment and in accordance with all applicable County, State, and Federal regulations and requirements including, but not limited to, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA), Federal Tax Information (FTI), and Payment Card Industry (PCI).
- b. Employees will not be authorized to use County desktop computers for teleworking purposes, and they may not be removed from County premises.
- c. If/when County equipment is provided to the employee, the employee is responsible for ensuring that the equipment is properly used. Employees must protect them from possible

theft, loss, and damage. The employee may be liable for replacement or repair of the equipment, software, or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.

- d. Employees must receive supervisor and/or Department Head approval before removing County-owned equipment to an alternate worksite.
- e. Employees must contact their supervisors if equipment, connectivity, or other supply problems prevent them from working while teleworking. In the event of delay in repair or replacement of equipment or any other circumstances under which it would be impossible for the employee to telework, the department may assign the employee to work at another location.
- f. Employees must adhere to the same use of office supplies, software, and equipment/furniture. County equipment and office materials are intended for County business only and are not for the personal use of the employee and/or their family/non-County related business. County-owned or issued equipment may only be used by the employee to whom the supplies/equipment has been issued; any access by third parties or use for non-County related business is strictly prohibited.
- g. Employees must close or secure all connections to Madera County or system resources connection when not in use.
- h. Under no circumstances will Madera County Office of Information Technology (MCOoIT) personnel troubleshoot or repair the operability of a home network or any non-County owned network, but MCOoIT will advise on minimum standards for optimal connectivity and performance.
- i. Teleworking employees should be aware that there is no expectation of privacy with respect to documents, electronic communications and equipment used in the performance of County business while teleworking; the County is entitled to inspect, and may access any documents generated, or equipment used while teleworking.
- j. A County issued laptop or mobile device used for teleworking will have a County approved software installed. MCOoIT will install, configure, and train on the use of the applicable VPN software. The use of a VPN that is not installed by MCOoIT is strictly forbidden.
- k. The use of a VPN session is for protection of confidential information and, depending on the data and/or application being accessed, may be required by County, State, Federal regulations, and/or by the department head or information system owner. The employee is responsible to verify with their department head or the information system owner if a VPN is required to access specific applications or software. When required, the employee must use a VPN session.

- I. Employees who experience problems connecting to County resources should first determine whether their internet connection is working properly by using the web browser to go to a different website. If the employee cannot reach any website, there is a problem with the internet connection. This problem should be resolved with the employee's Internet Service Provider, and it is the employee's responsibility to resolve these connectivity issues. If the employee can access different websites, but not the County network, there may be a problem with the County network connection. In this case, the employee should contact MCOoIT for further assistance.

## 8. Procedures

Once a department determines what positions and services are suitable for telework, employees can use the following steps to initiate a telework arrangement. Supervisors may also propose a telework arrangement to an employee or group of employees. Please note that a telework arrangement is a mutual agreement between the teleworker and the Department; it is not a forced condition of employment. Telework Agreements must generally conform to and not conflict with the employee's respective MOU.

### *Step 1: Submit A Request to Telework*

Prior to creating a Telework Agreement, the supervisor must use the Telework Request form to assess if telework will be practical and meeting program, operational, and employee personal needs. Meeting the assessment criteria does not guarantee approval to telework. Approval is given on a case-by-case basis; however, for the request to be considered, an employee must meet all requirements listed on the form.

The County reserves the right to accept or reject a Telework Request. Should a Telework Request be rejected, the employee may request to meet with the Department Head or designee to discuss the reason for denial. That meeting shall occur within 30 days of the rejection.

An employee may submit a new Telework Request when the denial reasons provided are addressed and no longer prohibit telework success.

### *Step 2: Complete the eLearning Module*

Those requesting to telework, as well as the supervisor approving the telework arrangement, should complete the training modules before completing the Telework Safety Self-Certification and Telework Agreement.

### *Step 3: Complete Annual Information Security Awareness Training*

Those requesting to telework shall complete Information Security Awareness Training before completing the Telework Safety Self-Certification and Telework Agreement.



#### *Step 4: Establish a Safe Telework Environment*

If the Telework Request is approved by the supervisor and/or Department Head, the employee and the supervisor should complete the Telework Safety Self-Certification.

The opportunity to participate in the Telework Program is offered with the understanding that an employee is responsible for ensuring that their telework environment is both a safe and an effective place of work. The telework environment must comply with all County and Departmental health and safety programs and policies. Failure to do so may be justification for exclusion from the Telework Program.

All Telework Requests will be reviewed and approved by Human Resources.

#### *Step 5: Create a Telework Agreement*

Once the employee, the supervisor and/or Department Head have completed the steps above, they can draft a Telework Agreement and submit for approval to the Department Head and Human Resources.

The County encourages Departments to conditionally approve new Telework Agreements for a period that will allow sufficient time to determine whether a telework arrangement is meeting the needs of the teleworker and the Department. Departments will evaluate the Telework Agreement at one week and then again at one month and provide feedback to Human Resources. If it is determined that the agreement is beneficial to both the County and the employee, the department will evaluate the agreement at their discretion.

Once the supervisor has determined that the telework arrangement is effective, the County encourages the approval of a Telework Agreement for a period of one year, to be renewed annually going forward. It should be noted that prior approval of a Telework Agreement does not guarantee future approval.

## **9. Roles & Responsibilities**

Below are the standard roles and responsibilities with respect to teleworking in the County.

#### *Department Heads*

- a. Examine Department operations and identify areas where telework will be successful.
- b. If program requirements and operations allow, establish a Program in the Department which adheres to all applicable County and Departmental policies and procedures.
- c. Approve or deny Telework Requests.
- d. Ensure that all teleworking employees understand and adhere to all applicable County, State, and Federal regulations and requirements including, but not limited to, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA), Federal Tax Information (FTI), and Payment Card Industry (PCI).

- e. Determine security requirements to access a department information system remotely, including, but not limited to, whether a VPN session is required. Provide direction to employees on the use of a VPN session or other access control requirements when employees access a cloud application that is a department owned system. All County issued laptops will have the VPN software installed. Department Heads are to determine whether a VPN session is required, based on applicable security regulations and requirements.
- f. Inform MCOoIT if there are any additional security requirements or regulations that are not in place that are required by a department.

### *Supervisors*

- a. Educate prospective teleworkers about the Program's policy and procedures.
- b. Review Telework Requests and determine, on a case-by-case basis, if the proposed telework schedule will contribute to the County's objectives, while maintaining or improving safety standards as well as the efficiency, productivity, effectiveness of business operations.
- c. Approve/deny Telework Requests and ensure necessary training, documentation, and/or verifications are provided.
- d. Work with approved employees to establish the terms of the Telework Agreement.
- e. Obtain approval of the Department Head for all Telework Requests.
- f. Review the Safety Self-Certification with the employee requesting telework.
- g. Inform teleworkers that failure to comply with established County and Departmental policies and procedures, as well as Program requirements, may result in termination from the Telework Program.
- h. Ensure employees who remain in the office are not adversely impacted by telework arrangements.
- i. Provide specific, measurable, and attainable performance expectations for the teleworker, such as specific assignments, corresponding deadlines, and the quality of the work expected.
- j. Monitor teleworkers' ability to deliver on performance expectations, assignments, deadlines, as well as quality and quantity of work.
- k. Periodically review Telework Agreements to ensure compliance with the Program.
- l. Maintain copies of all signed telework forms/agreements, which may include the following sample documents: Telework Requests, Safety Self Certification, Telework Agreement.

### *Employees*

- a. Submit a Telework Request after confirming suitability.
- b. Complete the eLearning module.
- c. Complete County Information Security training on an annual basis and phishing training periodically.
- d. When telework is determined to be a viable work option, employees must work with their supervisor to:
  - 1) Acquire the skills necessary to meet Department requirements and operate independently from a telework site.
  - 2) Establish and maintain an acceptable and safe telework space.
  - 3) Develop and follow an agreed upon Telework Agreement and determine how work productivity and performance will be measured.
  - 4) Adhere to all County and Departmental policies and procedures regarding information security, computer usage, and record retention.
  - 5) Maintain the same communication standards applicable within the office environment (i.e. checking voicemails, emails, etc. on a regular basis).
  - 6) Report any workplace/security incidents immediately to their supervisor.
  - 7) Report any improperly functioning, damaged, lost, or stolen County-issued equipment assigned to the teleworker.
  - 8) Continue to abide by practices, policies, and procedures for requests of sick, vacation, and other leaves of absence.
  - 9) Record and report all time worked accurately.

### *Human Resources*

- a. Assist County Departments in developing Telework Programs.
- b. In consultation with the County Administrative Officer, evaluate all Telework Agreements and notify department of approval/denial.
- c. Maintain and update the Madera County Telework Policy & Guidelines, as needed.

### *Risk Management*

Provide information, resources, and tools on Occupational Health and Safety and Ergonomic Office Standards.

### *Information Technology*

- a. Provide the technical platform for County owned devices to access County resources.

- b. Provide training on how to access County resources remotely.
- c. Upon notification from a department of any additional remote work security requirements or regulations, develop a GAP analysis, cost estimate, and timeframe to implement.
- d. Implement any additional, funded technical security requirements for securing a remote workforce.
- e. Ensure all County owned laptops have inventory management software installed.
- f. Provide annual Information Security Awareness Training and period Phishing Training.

*Information System Owners – Countywide Systems*

Determine security requirements to access a countywide information system remotely, including, but not limited to, whether a VPN session is required.

## **10. Telework Forms**

The following forms have been developed to provide a foundation for Departments in the development of their individualized telework programs.

Attachment A: Telework Request

Attachment B: Telework Safety Self Certification

Attachment C: Telework Agreement

*Attachment A: Telework Request Form*



## County of Madera Telework Request

Telework is an option that management may choose to make available to qualified employees. It is not a universal employee benefit; employees do not have a "right" to telework. The Department reserves the right to accept or reject the teleworker's request or terminate a Telework Agreement at any time. Employees wanting to telework should submit *Section One*. The supervisor completes *Section Two & Three* and forwards to the Department Head for approval/denial.

### Section One: Telework Proposal

Completed by Employee

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Employee Name Supervisor Name

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Position Department

Primary Telework Site (Address)		
Number of Telework Day		

Telework Hours

ex. weekly, Monday/Tuesday, 8:00-5:00pm OR the first Wednesday of each month

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Employee Signature Date

## Section Two: Individual & Environmental Telework Assessment

Completed by Supervisor

Prior to creating a Telework Agreement, the supervisor must use the following form to assess if the Telework Request will be practical and beneficial, meeting program, operational, and employee personal needs. Meeting the assessment criteria does not guarantee approval to telework. Approval is given on a case-by-case basis; however, for the request to be considered, an employee must meet all requirements below.

### *Consideration of the Employee & Position*

The position includes tasks that can be accomplished independently.

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Teleworking will permit the employee to support the work of others and contribute to business operations in the same/similar manner as if the employee was at their primary County location.

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The employee has the necessary knowledge to perform the required job tasks away from the office.

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The employee demonstrates that they are reliable, responsible, self-directed, and able to work independently in performing their work duties.

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The employee demonstrates the ability to establish priorities and manage their time effectively.

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The employee can effectively complete work with minimal supervision/direction.

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The employee's job performance meets or exceed expectations.

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The employee has a history of accurately reporting their time.

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The nature of the employee's position is suitable in a telework environment.

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The department will be able to accurately monitor the employee's time and work performance while teleworking.

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The employee will continue to be accessible to internal and external customers and clients in the same/similar manner as if the teleworker was in their primary County location.

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### *Consideration of the Proposed Telework Environment*

The employee confirmed they have the computer resources, internet connection, and other information technology needs for the required productivity.

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The information the employee needs can be accessed remotely, or files/materials can be removed from the office.

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The employee has the supplies, equipment, and access necessary to work efficiently and effectively at the alternative work location.

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### Section Three: Certification & Approval

Completed by Supervisor & Department Head

Based on my assessment of the individual and the proposed telework environment, I have determined that the above employee and their current assignment are suitable for telework.

Telework expectations and goals are to be established. A Telework Agreement will be created, signed, and agreed to by the employee and the supervisor, at minimum, on an annual basis.

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Supervisor Signature	Approved/Denied	Date
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Department Head Signature	Approved/Denied	Date
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Denial Reason

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HUMAN RESOURCES DEPARTMENT

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Human Resources Signature	Approved/Denied	Date
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Denial Reason

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*Attachment B: Telework Safety Self-Certification*



## County of Madera Telework Safety Self-Certification

Before beginning to telework, the following checklist should be used by each teleworker in organizing a safe and effective telework environment. Employee's must sign and certify that they have reviewed and understand the requirements to create a healthy, safe, and effective telework space, and are aware of what to do in the event of an injury in the telework space.

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Employee Name

Telework Address

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Supervisor Name

Department

### Workspace Safety

Employee has a clearly defined workspace.

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Temperature, noise, ventilation, and lighting are adequate.

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Exits and pathways are free of obstructions.

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Workspace is organized to minimize risks of fire and spontaneous combustion.

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The area is organized to safely support all equipment to prevent the danger of falling.

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First aid supplies are easily accessible and periodically inspected and replenished.

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There are an adequate number of working smoke alarms, including one in the designated workspace.

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### Electrical Safety

Employees should have enough electrical outlets in the room to avoid overloading any circuits by using proper equipment.

Computer equipment is plugged directly into a wall outlet, or if not feasible, an appropriate surge protector.

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Electrical outlets are grounded with 3-pronged plugs.

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Extension cords and power strips are not daisy chained and no permanent extension cord is in use.

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All electrical plugs/cords/outlets are in good condition with no exposed or damaged wiring.

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## **Security of Information & Equipment**

Employees must comply with the County's Computer Equipment & Usage Agreement.

Equipment placed on well-ventilated surfaces and provided for sufficient air space around them.

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Equipment positioned away from direct sunlight or heat sources.

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All County issued equipment, software, and supplies are kept safe and secure from unauthorized use, and protected from theft, loss, or damage.

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All confidential, private, personal, or privileged records or information are kept safe and secure to the greatest extent possible and according to the security measures and safeguards.

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## **Ergonomics**

The telework space should be arranged so that it adheres to ergonomic principles. Ergonomics training must be completed prior to teleworking. Risk Management is available for ergonomic evaluations by request.

## **Work Related Injury While Teleworking**

Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. Madera County shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.

## **Certification**

I certify that I have read and understand the components of the above safe and effective telework environment and am aware of how the requirements create a healthy, safe, and effective telework space. I agree to comply with all County and Departmental health, safety, and information security programs and policies and uphold the terms and specifications outlined above.

I understand that inspection of the workspace by a department representative or the employee's supervisor is permissible with 24-hour notice to the teleworker.

I understand that my supervisor or department may deny my opportunity to telework or may rescind my existing Telework Agreement for non-compliance with these terms or any safety problems or injuries in the telework space.

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Employee Signature

Date of Self-Inspection

I have reviewed the checklist and discussed any problems with the teleworker.

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Supervisor's Signature

Date

*Attachment C: Telework Agreement*



## County of Madera Telework Agreement

Telework is working at a location other than a conventional office. Telework is an option that management may choose to make available to employees when appropriate. It is not a universal employee benefit; employees do not have a "right" to telework and this work option may be terminated by either the employee or the county at any time.

Changes in job classification, duties, assignments, projects, as well as changes in business and/or operational needs may have an impact on suitability of telework; therefore, supervisors are responsible for periodically assessing this agreement with the employee to address any change in suitability.

The following conditions for telework must be agreed to by the employee, the employee's supervisor, and department head in advance of an employee beginning to telework. The conditions must be revisited and agreed to on an annual basis.

### Telework Information

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Employee Name

Supervisor Name

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Department

The parameters of this Telework Agreement are valid for the following period, unless terminated early by the department:

	Start Date:	End Date:
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## Telework Schedule

It is understood that telework days must be scheduled in advance and approved by the supervisor. At certain times, it may be necessary for the telework schedule to be revised to ensure critical deadlines are met or to attend meetings. Any changes by the employee in the agreed upon schedule must be pre-approved, and when permanent, documented and appended to the Telework Agreement.

This arrangement must be reviewed and renewed at least annually to ensure the standards for participation are being followed.

The following telework schedule is being established:

Primary Telework Site (Address)		
Number of Telework Days		

### Telework Hours

ex. weekly, Monday/Tuesday, 8:00-5:00pm OR the first Wednesday of each month

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The employee agrees to complete assignments to be worked on at home, or an alternate location, by the agreed upon delivery dates. The employee further agrees to report all time spent teleworking honestly and accurately. The supervisor will provide the telework employee with all work assignments.

## Telework Equipment

A telework employee must identify the equipment, software, supplies, and support required to successfully work at an alternate location and must specify those items in the Telework Request and agreement form. If the department does not provide the needed equipment, software, supplies, or support, and the employee does not have them, the employee will not be eligible to telework.

Required Equipment


Required Software/Systems

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**Acknowledgement**

I have received and fully read, understand, and agree to the responsibilities set forth in the *Madera County Telework Policy & Guidelines*. I agree to and understand my duties, obligations and responsibilities. I also understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to keep any of the agreed upon commitments and/or deliverables. If I fail to do so, I understand this Agreement may be immediately terminated.

I have completed the employee telework eLearning module as well as the Information Security Awareness Training and understand my obligations.

I acknowledge that my designated workspace complies with all health and safety requirements as outlined in the *Telework Safety Self-Certification*.

I have reviewed the conditions of this Telework Agreement with my supervisor and agree to the conditions. The terms of this Agreement will remain in effect until the Agreement is terminated or amended in writing by either of the parties, or the approved teleworking period ends.

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

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

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Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_