

RESOLUTION NO. 20-1564

In the matter of authorizing a revised ) County Commissioners' Office  
Telework Policy for Commissioners' related ) Wood County, Ohio  
departments for use during the coronavirus ) December 22, 2020  
pandemic. )

*WHEREAS*, the Commissioners authorized Resolution No. 20-418 in April 2020 establishing a Telework Policy for employees eligible to telework during the COVID-19 pandemic; and

*WHEREAS*, eligible Commissioners' employees continue working altered schedules and teleworking in order to continue their work and help limit contact with one another and the spread of the virus; now therefore be it

*RESOLVED*, by the Board of County Commissioners of Wood County, Ohio, that they hereby authorize the attached revised Telework Policy for employees within Commissioners' related departments through June 30, 2021; and be it further

*RESOLVED*, that this policy does not alter the Remote Work Policy previously authorized for Job and Family Service Employees, and be it further

*RESOLVED*, that the provisions of this resolution shall remain in full force and effect unless otherwise provided for by the said Board of County Commissioners.

Commissioner Bowlus moved and Commissioner LaHote seconded the resolution and the roll being called on its adoption, the vote resulted as follows:

Dr. Theodore H. Bowlus Yes Craig LaHote Yes Doris I. Herringshaw, Ed.D. Yes

Attest: Sandy A. Long  
Clerk of said Board

jmd  
cc: Elected Officials and Department Heads  
file

# Wood County Telework Policy

JE 20-418

Rev. JE 20-1564

## I. Purpose

The telework policy establishes requirements and guidelines for Wood County employees engaging in authorized telework during the COVID-19 State of Emergency/pandemic.

“Telework” is an alternative work arrangement under which employees perform work duties and responsibilities from an approved worksite other than the location from which the employee would otherwise work. For the limited purpose of this policy, “telework” shall also include hours the employer has requested the employee to be available on stand-by to report to a physical work location as needed.

## II. Scope

This policy applies to all employees specifically authorized by the Appointing Authority to perform essential functions of their position through telework. Employees must fulfill the duties and responsibilities of their position description. Not all County positions may qualify to telework based on their duties.

This Policy is effective April 14, 2020, through June 30, 2021, or as otherwise communicated by the Appointing Authority.

## III. Requirements

- A. Location of Work.** Employees must provide their Appointing Authority or designee with the physical address and telephone number of the location at which they will telework.
- a. The workspace must be safe and free from hazards.
  - b. The workspace must be reasonably free from interruptions and distraction that would affect work performance.
  - c. The workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information. Any material or equipment provided by Wood County shall not be removed from the workspace while the employee is teleworking.
  - d. For employees who must verbally communicate with others as part of their duties, the workspace must be quiet and allow for professional communications during those times.
  - e. Employees teleworking from home shall not meet with the public or clients in their home office in any official capacity in connection with Wood County business. Wood County is not responsible for any injuries to family members, visitors and others in the employee’s home.
  - f. Wood County is not responsible for any loss to the employee’s property during or related to teleworking whether caused by physical damage, computer virus attacks or other intrusions via the internet.
  - g. Employees utilizing Wood County equipment while teleworking must protect the equipment from damage.

- B. Hours of Work.** Non-Exempt Employees shall telework during their normally scheduled workdays and hours, or on days/times pre-approved by their supervisor. Non-Exempt Employees may not work outside of those days and hours normally scheduled without prior supervisor approval. Non-Exempt Employees shall follow reporting requirements in the Pay Practices section of the Wood County Employee Handbook, including recordkeeping of telework hours.
- C. Communication.** While teleworking, employees shall be available via email and/or telephone to the Appointing Authority or their supervisor during their normal working hours and any other times designated by the Appointing Authority or supervisor. Employees unable to telework as approved shall immediately notify their supervisor -- e.g. illness, operational or technical issues. If necessary, leave forms shall be completed to document sick leave, vacation, etc.
- D. Security and Confidentiality.** While teleworking, employees must take the following steps to preserve the security and confidentiality of Wood County information.
- a. Keep confidential documents and materials in secure locations while performing duties.
  - b. Maintain password protection to the same extent as required at the workplace.
  - c. Keep confidential documents and records securely stored while not in use.
  - d. Remote connections to Wood County's network must be via Wood County approved systems (laptops, PCs, tablets, etc.).
  - e. The employee shall immediately report any suspected hacks or breaches of security to the Appointing Authority and the IT Department.
- E. Policies.** This teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees shall comply with all Wood County policies, procedures and performance standards.

Wood County retains the right to investigate alleged abuse of this telework policy.

Wood County may cease or modify an employee's approval for telework at any time.

Employees shall not work for other employers during work hours for which the employee is compensated for telework.