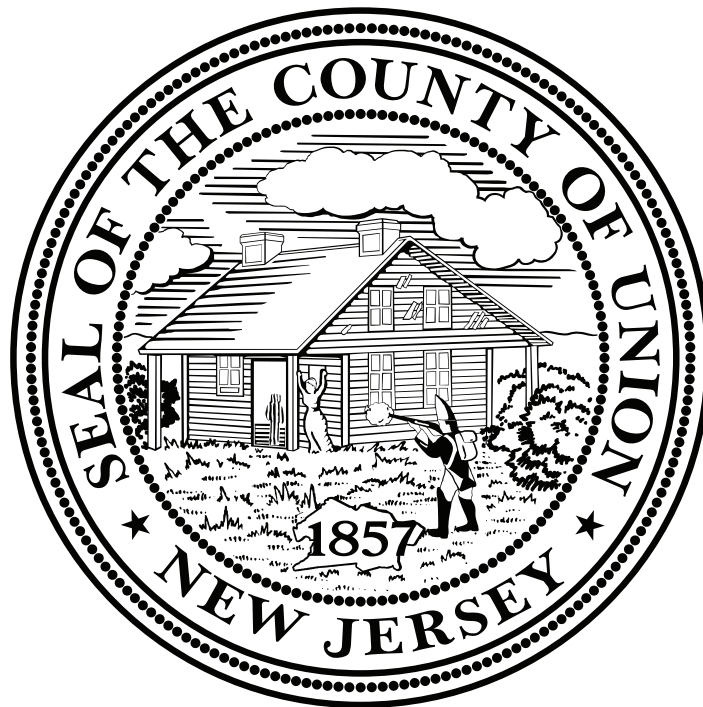


COUNTY OF UNION

Home Work Policy



Union County

We're Connected to You

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UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF UNION HOME WORK POLICY

I. POLICY STATEMENT

It is the policy of the County of Union, hereinafter referred to as “County,” to allow its employees, in appropriate situations, to work at home. Home Work may not be suitable for all employees or positions. Home Work is a privilege for the employee, not a right; no County employee is guaranteed the opportunity to work at home. County employees are still required to work on site.

II. ELIGIBILITY REQUIREMENTS

A. Procedure for Home Work

The County employee must present the need to work from home to their respective Department Head or Division Head for approval. Upon a determination that a particular need to work at home exists and a benefit will be conferred to the County, the Department Head or Division Head must provide written notice of his/her approval of the employee’s Home Work to the Director of Division of Personnel explaining the scope and nature of the employee’s Home Work. However, Department Heads, Division Heads, and equivalents are required to request the approval of the County Manager in order to work from home. The County Manager shall, upon approval, have his office provide written notice to the Director of Division of Personnel explaining the scope and nature of the Home Work.

B. Reasons for Home Work

Home Work is restricted where the County employee can define a particular need to work from home on a given day or period of time, if applicable. County employees shall be allowed to work from home only for clearly established needs associated with the following conditions:

- Maternity leave; birth or adoption
- Short-term personal illness or injury
- Short-term illness or injury of employee’s immediate family requiring assistance

C. Job Function Must be Suitable for Home Work

The County employee’s specific job functions must be suitable for home work. Twenty-four hour offices are not eligible to participate. Generally, the following job functions are appropriate for home work:

- Require independent work
- Require little face-to-face interaction
- Result in specific, measurable work products
- Does not require a high degree of supervision or close scrutiny

D. Duration of Home Work

At the time of the approval to work from home, the Department Head or County Manager, shall determine the appropriate number of days per week the employee shall be permitted to work from home. The initial duration of the employee's ability to work from home shall be for a period from one (1) week up to, but not to exceed, six (6) months. If circumstances arise in which the employee seeks an extension beyond the initial period, a new request must be submitted to and approved by the Department Head or County Manager, as applicable.

E. Benefit to the County

The County employee must confer a benefit to the County of Union if allowed to work from home. Generally, these benefits include, but are not limited to:

- Department is burdened by continuous absence of employee
- Employee's job performance is integral to pending assignments

III. GENERAL OBLIGATIONS

The total number of hours that County employees are expected to work at home will not change. County employees are still required to work the requisite number of hours each day as per their schedule. County employees are responsible for reporting time worked and leave used.

The County employee's duties, responsibilities, and conditions of employment remain the same as if the employee were working on site. The County employee shall remain subject to all County disciplinary policies and procedures while performing work at home.

IV. EQUIPMENT AND EQUIPMENT POLICIES

The County may provide all or part of the equipment necessary for accomplishing work assignments. However, County employees are authorized to utilize their own equipment while at home.

County-owned equipment may be used only for legitimate County purposes by authorized employees. County-owned equipment used in the normal course of employment will be maintained, serviced, and repaired by the County. If County-owned equipment is damaged

while in the possession of an employee authorized to work from home, that employee will assume the responsibility of repairing or replacing.

When employees are authorized to use their own equipment, the County will not assume responsibility for the cost, maintenance, and service.

The County's security controls and conditions for use of County-owned equipment for the official work location will also apply to home work.

Resolution No. 2010-634

Adopted: 07/29/2010