

Human Resources Policy Bulletin

Lancaster County

Number: 2020-7

Date: November, 2020

Reference:	Title:
	TELEWORK

I. PURPOSE AND SCOPE

The purpose of this policy is to allow County employees to telework.

This policy shall not apply to an Agency’s utilization of telework pursuant to Human Resources Policy Bulletin Number 2020-3, dated April, 2020, “Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave.”

II. POLICY

- A. Agency means any County Department or Office.
- B. County means the County of Lancaster, Nebraska.
- C. Telework means an employee’s working from the employee’s residence or other approved location instead of working in-person at the employee’s regular on-site place of employment.
 - 1. Regular telework means telework that is scheduled on a regular basis as part of the employee’s regular work schedule.
 - 2. Occasional telework means telework that is scheduled on an occasional basis and substitutes for hours that regularly are scheduled to be worked in-person at the employee’s regular on-site place of employment.
 - 3. Emergency telework means telework that is scheduled on an emergency basis in response to a declared federal, state, or local state of emergency and substitutes for hours that regularly are scheduled to be worked in-person at the employee’s regular on-site place of employment.
 - 4. Emergency or occasional telework that exceeds five consecutive business days shall constitute regular telework.
 - 5. Telework is not available to all position descriptions.
 - 6. Telework may be limited in duration, and permission to telework may be withdrawn at any time for any reason by the employee’s supervisor.

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7. Telework shall not be used as a substitute for the employee's use of leave.
- D. Each Agency shall adopt a written telework policy setting forth the conditions, if any, under which telework may be authorized. An Agency is not required to offer telework to any position descriptions, and an Agency's policy may decline to offer telework to all position descriptions.
1. Each Agency's written telework policy shall set forth, at a minimum:
 - a. The procedure for an employee to request supervisor authorization for regular, occasional, and emergency telework.
 - b. The procedure for supervisor approval or denial of requests for authorization for regular, occasional, and emergency telework.
 - c. The procedure for a supervisor to initiate authorization for regular, occasional, or emergency telework for an employee in the absence of an employee request.
 - d. Which position descriptions are eligible for regular, occasional, and emergency telework.
 - e. The circumstances under which telework may be authorized for each eligible position description, including the nature and duration of the telework for each eligible position description.
- E. An employee's supervisor may authorize regular, occasional, or emergency telework pursuant to a written telework policy.
1. Supervisor authorization for regular telework shall be embodied in a written telework agreement executed by the supervisor and the employee.
 - a. Each telework agreement shall set forth, at a minimum:
 - i. Employee's position description

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- ii. The employee’s regular on-site place of employment.
 - iii. The employee’s regular telework place of employment.
 - iv. The scheduled hours of telework.
 - v. The duration of the telework agreement.
 - vi. The nature of the telework job duties.
 - vii. The nature of and schedule for any job duties that must be completed in-person at the employee’s regular on-site place of employment.
 - viii. Any electronic devices provided by the County to the employee for telework, including recording of any internal control numbers associated with those electronic devices.
 - ix. The employee’s unpaid meal break and paid break times.
- b. The term of the agreement shall not exceed one year.
 - c. Following the expiration of the term of a telework agreement, a supervisor and employee may execute another telework agreement, with a term not to exceed one year, in a successive or subsequent year.
 - d. The agreement shall:
 - i. State that the agreement may be withdrawn at any time for any reason by the employee’s supervisor.
 - ii. Reference this policy.
 - iii. Be retained in the employee’s employment file maintained by the City-County Human Resources Department.
2. Supervisor authorization for occasional telework and emergency telework shall be made pursuant to the Agency’s written telework policy.
- F. This telework policy, any Agency telework policy, and/or any telework agreement shall not vest in any employee:
- 1. A right to telework;
 - 2. Any benefits not expressly set forth in this telework policy, any Agency telework policy, and/or any telework agreement; or
 - 3. A right to reimbursement for any expenses that may arise as a result of this telework policy, any Agency telework policy, and/or any telework agreement.

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- G. An employee who reports a job-related injury or disease that occurred while teleworking shall permit the County to inspect the premises at which the injury or disease occurred and/or the employee's regular telework place of employment.
- H. This telework policy may be terminated at any time for any reason by the County Board of Commissioners. Any Agency telework policy and/or any telework agreement may be terminated at any time for any reason by the employee's Agency.

III. OTHER POLICIES

An employee who is teleworking is subject to all applicable workplace rules and policies, including Personnel/HR Policy Bulletins and Agency policies, to the same extent as if the employee were working in-person at the employee's regular on-site place of employment.

IV. PUBLIC RECORDS

Records produced within the employee's scope of employment are the property of County, regardless of their location, and therefore each employee has a duty to retain those records pursuant to the Records Management Act and to produce those records upon request pursuant to Nebraska's public records statutes.

V. SANCTIONS

Employees who violate any provision of this policy may be subject to disciplinary action up to, and including, dismissal from employment.

Doug McDaniel
Human Resources Director

Date

Sean Flowerday, Chair
Board of County Commissioners

Date