

Telework Policy:

The _____ County Soil & Water Conservation District (hereafter Employer) has established a telework policy for employees to have available to them to use as long as organizational objectives are met and to ensure employees wellbeing and safety.

This practice is offered to all full-time employees and allows employees to work at home or remotely instead of the employer's office. This helps employees balance the demands of their work and personal lives and is a workplace strategy, not a right.

All employees must be able to work independently and demonstrate productivity and time management during Telework status. The resources needed to the employee to do his/her job will be made available and easy to transport or available electronically.

Telework hours may vary from office work hours however it is the responsibility of the employee to ensure accurate time recording and missed hours of work.

Overtime hours and deviations from Reg. work schedule will be in accordance with Employer's policies.

Employees may use employer owned equipment and supplies while teleworking and any shared equipment needed to perform work duties as long as available and does not impede the work of other personnel who are in-office working.

Employer will reimburse employees for other business related expenses according to DNR policy.

Employees must take appropriate action to protect company provided and owned equipment, and said equipment must be returned once employee is no longer in telework status or no longer employed with the Employer.

Employees must be available by phone or email during reg. work hours. And must modify the employer voice mail to provide contact information or allow in-office workers to provide this information for customer service responsibilities.

This policy does not hold employees responsible for MOU or other non-agency agreements while in telework status.

Board President

Employee