

TELECOMMUTING POLICY

DEFINITIONS

“Telecommuting” is defined as completing ones assigned work related duties using the internet, email, phone and other technology while not working from your assigned office or workspace.

“Remote Worker” is defined as any Cass County employee(s) authorized to telecommute.

“Offsite” is defined as any location not within the Cass County Building, Office of the Sheriff, Animal Control or Law and Courts Building.

“Highspeed Internet” is defined as internet service that has a minimum speed of 25 MBPS, examples of local providers are Comcast and Midwest Energy.

“County Asset” or “Equipment” are defined as hardware, software, devices, etc.

OBJECTIVE

To help maintain continuity of operations in times of emergency and provide other avenues during normal operations which employees can complete their work-related tasks.

PRINCIPLE

Telecommuting removes the need of physical access to our buildings and infrastructure in order to do one’s job. Not all County positions can telecommute, this is to be determined by the Elected Official, Department Head or County Administrator. Telecommuters are required to comply with all County policies and guidelines as if work was taking place at the primary work location. This includes the Cass County Computer Use Policy, the Cass County Internet Use Policy and any department guidelines.

GOVERNED USERS

All operations including but not limited to the Courts, Prosecutors Office, Sheriff’s Office, Treasurer’s Office, Clerk/Register of Deeds, Administrator’s Office, Information Systems, and Drain Commissioner shall be governed by this policy.

ELIGIBILITY

To be eligible to telecommute, job functions must fit certain criteria. First and foremost, the employee is only eligible if it has been determined by the Elected Official, Department Head or County Administrator that their work responsibilities can be completed offsite. Working remotely will be monitored and evaluated for the effectiveness and success of the employees’ remote work arrangement.

The employee must provide their own reliable highspeed internet at the offsite location they plan to work from. The outline for telecommuting will be determined with your employer. This may include days, times, or other limits to your authorization to telecommute. Please see the Remote Work Location worksheet attached to this policy.

POLICY

Remote workers must comply with all rules contained in Cass County Computer Use Policy and Cass County Internet Usage Policy and any department guidelines while telecommuting.

Remote workers must adhere to their normal work schedule unless authorized to do otherwise by their Elected Official or Department Head. This includes but is not limited to start time, end time, break times, and lunch.

Work products developed by the employee remain the property of the County. The employee agrees to spend time on the officially approved duties while telecommuting. Work deliverables are the same as if one were working at the primary work location. Accurate and up-to-date information is to be given to Supervisors, team members, and other work-related contacts, regarding work location and hours so that you are accessible.

Technical, supervisory support cannot be assured beyond when most regular working hours are scheduled. Departmental requirements take precedence over the schedule and remote work arrangements specified in this agreement.

All equipment distributed by the County for the purpose of performing the agreed-upon job duties will be maintained in good working condition and used only for performing job responsibilities. County equipment is for work only. County equipment may not be used for unlawful purposes, for work for other employers or for personal financial gain. Other persons are prohibited from use of County equipment.

Information dealt with that is confidential is the responsibility of the remote worker to keep confidential. One shall not work from places where others can view your screen. With respect to security, telecommuters are held to the same requirements working remotely as they are held to working at the primary work location.

During established work hours at the Remote Work Location, family care demands shall not compete with work except in the case of an emergency when the applicable time off option will be used. Remote work will not be a substitute for family care demands.

The employee is expected to present themselves in a professional manner if conducting meetings while telecommuting.

Elected Officials, Department Heads, or the County Administrator reserve the right to revoke any telecommuting arrangement at any time. The County may terminate telecommuting by an employee if there is an inability to deliver work due to technology limitations or other man-made degradation of service (including connectivity).

PRIVACY / MONITORING / UPDATES

There is no guarantee of privacy in using assigned devices for the purpose of telecommuting. Your Elected Official, Department Head, or County Administrator reserves the right to examine all information collected, created and/or generated as a result of using any County resources in order to assess a user's compliance with this policy.

All Windows, application and antivirus updates to devices are the responsibility of the user and must be completed while remote device is in their possession.

Transferring of county data to personal devices is prohibited.

When work is completed, users shall disconnect from the County network and shut down the device.

COUNTY OWNED EQUIPMENT

Remote worker may be responsible for damage, loss, or theft of equipment assigned to them for use while telecommuting. As soon as the employee's remote working term has expired all equipment is to be returned to Cass County immediately.

Any hardware or software purchased by the County remains the property of the County and must be returned to the County upon request. Equipment no longer in use must be returned immediately. If any device or equipment is lost or stolen it is to be immediately reported to E911.

DISCIPLINARY ACTIONS

Failure to comply with this policy and procedure may result in any or all the following actions being taken against the user.

- Restrictions placed on user's computer limiting access and/or function.
- Payment of compensation for the destruction or misuse of Cass County resources.
- Action leading to the employee's suspension and/or termination.
- Prosecution according to the law.

*If an employee is unsure about what constitutes acceptable Computer Usage, they should ask their Elected Official or Department Head for further guidance and clarification.

Adopted: June 18, 2020

Cass County Employee Telecommuting Policy Agreement

Employee Information

Instructions: If handwriting, please print legibly. When printing the RWA document for signatures, please print the document, double-sided, in its entirety.

Employee Information

Last Name:	First Name:	Department:
Direct Supervisor:		
Agreement Duration:	Start (mm/dd/yyyy):	End (mm/dd/yyyy):

Employee Remote Work Location (RWL)

Employees must have employment authorization for each proposed work location.

Address:		City:	
State:		ZIP Code:	Country:
Telephone Number: Cellular Landline If outside the US, include country code	()		
RWL Workspace Description (for example, dedicated workspace at home, etc.)			

Employee Remote Work Location Days, Hours, Frequency/Rotation (Core Work Hours)

Note: The days and hours documented below have been agreed upon. The employee must be reachable via telephone or email within the time periods indicated below. Note: Record Start/Stop times in Eastern Standard Time format.

Sun Start:_____ am/ pmStop:_____ am / pm or _____ On-call

Mon Start:_____ am / pmStop:_____ am / pm or _____ On-call

Tue Start:_____ am / pmStop:_____ am / pm or _____ On-call

Wed Start:_____ am / pmStop:_____ am / pm or _____ On-call

Thu Start:_____ am / pmStop:_____ am / pm or _____ On-call

Fri Start:_____ am / pmStop:_____ am / pm or _____ On-call

Sat Start:_____ am / pmStop:_____ am / pm or _____ On-call

Special
Notes:



CASS COUNTY

ACKNOWLEDGEMENT OF RECEIPT OF EQUIPMENT

I, _____(please print), acknowledge and accept that I will be responsible for all equipment and\or devices issued to me. I will use it in the manner intended. I will be responsible for any damage done (excluding normal wear and tear). I agree to immediately notify E911 and county IT Director or Deputy Director if the equipment or devices are lost or stolen. I hereby understand that the equipment and\or devices issued to me is the property of Cass County and must be returned upon request or at the end of employment. I understand that failure to return equipment upon demand or upon separation of employment may be considered theft by the company and may lead to criminal and/or civil prosecution.

Description of Equipment or Property Issued to Employee:

Employee Signature

Date