

**COUNTY OF BLADEN
ADMINISTRATIVE POLICY AND PROCEDURE**

TEMPORARY TELEWORKING

Effective Date: March 23, 2020

I. Policy Overview

The County's offices have set standard operating hours when they are open to the public. (Generally 8:30 am – 5:00 pm, Monday through Friday.) This policy provides guidelines for work schedules and work to be performed by employees whose position allows for periods of Teleworking during a situation as authorized by the County Manager.

II. Purpose

The purpose of the Temporary Teleworking policy is to provide a means to continue necessary County business during a situation as authorized by the County Manager.

III. Temporary Teleworking

Temporary teleworking options may be available to employees when the department director determines work that should continue to be performed during a situation as authorized by the County Manager. A County computer must be readily accessible. The supervisor or department director must determine the work to be performed and accomplished during the temporary teleworking situation. Teleworking is not an entitlement for any position and participation in a teleworking arrangement may be ended at any time by the employee or the department director. Before teleworking begins, the IT Department must review and approve the equipment used in the teleworking arrangement.

Any temporary teleworking arrangement should adhere to the following standards:

- All teleworking arrangements are temporary in nature in order to cover the necessary work of the County during an emergency situation;
- The department director will establish the length of the teleworking opportunity;
- The employee must sign a teleworking agreement prior to beginning the teleworking arrangement. The agreement will be maintained in the employee's personnel file and will outline the responsibilities the employee and County have for expectations in accounting for work hours, liabilities and any other special requirements;
- The employee must agree to pay for and use personal internet/phone services as needed for work purposes.

Temporary teleworking arrangements may be allowed for employees on a short-term basis only during situations as authorized by the County Manager.

