

6.19 Telecommuting/Work from Home Policy

Outlined below are the specific policies with respect to telecommuting as well as the responsibilities of both the County and the individual telecommuter. Once your proposal to telecommute has been approved, review these guidelines, sign the acknowledgment and attach to the flexible work option proposal.

Overview

Telecommuting at the County is not an employee benefit, nor is it intended to be available to all employees; rather it is a privilege and may be revoked at any time in the sole discretion of the County. **Teleworking will be approved by the Personnel Committee. If the Personnel Committee is not available to review the request within 72 hours, the County Administrator reserves the right to make a temporary decision.** The selection of individuals for a telecommuting arrangement is not based on any employee's race, color, national origin, age, sex, marital status, sexual orientation, disability, or any other legally protected status. The only basis for a decision is whether it will be beneficial for the County.

- The home office (including the home itself) is considered an extension of the county's main office. All County policies and procedures including those governing employee conduct, performance, and safety are in full force and effect during your home work hours.
- This telecommuting arrangement can be withdrawn or terminated with or without notice by either party. If it is terminated, you will be required to return to your job at your office location. In addition, if your work performance suffers while you are participating in a telecommuting arrangement and/or your manager decides it is in the best interest of the County for you to return to the office, you will be required to do so. If you choose not to return on the expected date, you will be subject to disciplinary action or considered to have voluntarily resigned and your employment status will be treated as such under the County policies. The County can revoke the telecommuting arrangement whether or not your performance has suffered.
- This telecommuting arrangement will have no effect on your salary, benefits, job responsibility, career opportunities and/or promotability.

7.2 Paid Time Off (PTO)

Alpena County provides Full Time employees with paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters. PTO will be approved at the discretion of their Department Head **or direct report**. Requests for PTO will vary by department.