

Telecommuting Agreement



King County

| Employee Information | | |
|--------------------------------|--|---|
| Employee Name | | Employee Classification |
| Employee Dept/Division/Section | | Employee Supervisor |
| Effective Date | FLSA Status | Union Status |
| | <input type="checkbox"/> Non-Exempt (hourly) <input type="checkbox"/> Exempt (salaried) | <input type="checkbox"/> Represented/Local: <input type="checkbox"/> Non-Represented |

| Regularly Assigned Schedule | | | | | | | | |
|--|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Document the employee's regularly assigned work schedule | | | | | | | | |
| | | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| Week 1 | Workday start | | | | | | | |
| | Lunch start | | | | | | | |
| | Lunch end | | | | | | | |
| | Workday end | | | | | | | |
| | Total hours worked | | | | | | | |
| | Remote work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Week 2 (if different) | Workday start | | | | | | | |
| | Lunch start | | | | | | | |
| | Lunch end | | | | | | | |
| | Workday end | | | | | | | |
| | Total hours Worked | | | | | | | |
| | Remote work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Document any work schedule notes (if needed) | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |

Regularly Assigned Workplaces

Document the employee's regularly assigned county and remote workplaces.

Regularly Assigned County Workplace

Building/Site:

Other County Workplace(s)

Other buildings or sites the employee may regularly report to, to perform certain job duties:

Remote Workplace (Employee's home)

Address:

Other Remote Workplace(s)

Site/Address:

King County supports telecommuting and allows supervisors to implement telecommuting agreements for eligible employees. This Telecommuting Agreement, between the employee named above and their immediate supervisor, documents the parameters for equipment and/or working conditions for the above employee to telecommute.

If any of the provisions of this agreement conflict with the language in an applicable collective bargaining agreement, the provisions of the collective bargaining agreement will prevail. A request to terminate or extend this Agreement may be proposed by the employee or the supervisor at any time. Generally, it is recommended that two weeks' notice be given, if possible, or notice as required by an applicable collective bargaining agreement.

Employee Responsibilities

A. Equipment & Software

I agree to:

1. Limit my personal use of county equipment to de minimus use consistent with the county's [Acceptable Use of IT Assets Policy](#) and not allow family members or friends access to county equipment or software.
2. Disable the VPN or other network connections when I am not using it.
3. Promptly return county-owned software, equipment and documents when requested.
4. Follow all software licensing provisions agreed to by King County. This includes uninstalling any county-provided software when it is no longer required or if I leave county employment.
5. Allow the county to pursue recovery for county property under my care, custody, or control that is deliberately or negligently damaged, destroyed, or lost.
6. Obtain prior approval for any additional equipment or service needed to work remotely. Approved equipment will be paid for or reimbursed for by the county and is considered county property.

B. Security

I agree:

1. To maintain the confidentiality of all county information and documents, prevent unauthorized access to any county system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the county.
2. To adhere to applicable King County policies relating to remote access and the use of VPN connections while using my personally owned computer or laptop. (KCIT strongly discourages the use of personal devices for conducting county business).
3. To ensure any personal device I use has up-to-date anti-virus software installed.
4. King County has the right to monitor all information generated and actions performed using remote access technology while I am telecommuting.
5. I am responsible for all activity originating from my account credentials (username and password).

C. Other Responsibilities (All Employees)

I agree:

1. To be available and responsive during my regularly assigned schedule and work hours.
2. My duties, obligations, and responsibilities as a telecommuting employee are the same as in-person workers, including my obligation to respond to voicemail, e-mail, and other messages in a timely manner.
3. That I will work at the above-listed remote workplaces while telecommuting, unless I have received prior approval to temporarily work elsewhere.
4. That any leave time, including sick leave, during a scheduled workday must be prearranged according to departmental guidelines.
5. To maintain a safe and functional remote workplace during my shift. Workers' Compensation will not apply to any non-job-related injuries that occur in my home. I, not King County, remain responsible for injuries to third parties, including members of my family on my premises.
6. To follow established procedures to report any job-related incident or accident during working hours to my supervisor as soon as possible.
7. To allow remote workplace (home) inspections conducted by the county if there are safety and ergonomic workplace concerns or if a job-related incident or accident has occurred.
8. To seek and receive pre-approval from my immediate supervisor before using my personal vehicle to travel between workplaces.
9. To not hold in-person business meetings with internal or external clients or customers at my home.
10. To not conducting non-county work during my workday.

D. Other Responsibilities (Hourly Employees Only)

I agree:

1. That any time spent working remotely, including checking email on my phone, is considered work time. Therefore, I will only do so during my scheduled hours, unless I have pre-approval to work beyond my normal scheduled hours.
2. To take and document my meal break and rest breaks during my scheduled shifts.
3. To enter my time into Peoplesoft during my scheduled workday.

By signing below, I certify that I have read, understand and agree with the terms outlined in King County's *Telecommuting Policy* and this *Telecommuting Agreement*. I also agree to comply with other applicable King County policies, including guidelines for computer use, data confidentiality, workplace travel, and security.

| | |
|-------------------------------|-------------|
| Employee's Signature | Date |
| | |
| Supervisor's Signature | Date |
| | |

Supervisors and employees should conduct periodic reviews of Telecommuting Agreements to evaluate the accuracy of the employee's schedule, approved workplaces and responsibilities.

| | |
|--|-------------|
| Department/Division Approval (if applicable) | |
| Request is <input type="checkbox"/> Approved <input type="checkbox"/> Denied | |
| Director/Designee Signature | Date |
| | |
| <i>If request is denied, state reason:</i> | |
| | |