

Rule 3-65

TELEWORK

§§:

- 3-65-010 Purpose**
- 3-65-020 Definitions**
- 3-65-030 Eligibility**
- 3-65-040 Policy**
- 3-65-050 Procedures**
- 3-65-060 Termination or Suspension of a Telework Agreement**

§ 3-65-010 PURPOSE

Telework is a management tool that may be used to increase productivity and morale of employees, boost efficiency in the use of space, reduce operational costs, lessen the environmental impact of vehicle travel, and accommodate special needs of employees. By having a telework policy, Multnomah County strives to be an example of how telework can enhance organizational and operational efficiency while enhancing the quality of life in Oregon.

The county encourages the use of telework in situations where it will be to the mutual benefit of employees, the county, and the county's stakeholders. Telework is not an employee benefit intended to be available to all county employees, rather, it is one of several work options used at the supervisor's discretion, such as flexible work schedules and job sharing. The purpose of this rule is to define telework guidelines and procedures.

§ 3-65-020 DEFINITIONS

AD HOC TELEWORK: Identified as occasional telework.

HOME OFFICE: A work site provided by the employee in the employee's residence.

OFFICIAL WORKSTATION: An employee's assigned place of work or duty station at a county location.

REGULAR OFFICE HOURS: The agreed upon set of hours during the day when the supervisor and co-workers can always communicate with the teleworker.

ROUTINE TELEWORK: Telework which is a regular and recurring part of an employee's work schedule.

TELEWORK: Mutually agreed upon work arrangement between the county and the employee where the employee performs work at an alternate worksite on specified days and at the employee's regular worksite the remainder of the time retaining flexibility as necessary to meet the needs of the work unit.

TELEWORK AGREEMENT: A written agreement between the county and the employee outlining the work schedule, duties, and performance standards for the teleworking employee. A model Telework Agreement is attached to this Personnel Rule and is incorporated herein by reference.

TELEWORK SITE: A workplace other than the employee's regular work location that is approved by the employee's supervisor as suitable for teleworking.

TELEWORK SITE SAFETY CHECKLIST: The checklist required to assess risk hazards of the telework site prior to supervisor approval of a Telework Agreement. It is the teleworker's self assessment of workspace hazards designed to address and resolve deficiencies, so the space can be designated by the county as a county worksite. The Telework Site Safety Checklist is attached to this Personnel Rule and is incorporated herein by reference.

§ 3-65-030 ELIGIBILITY

(A) An employee is eligible for telework with the approval of his/her supervisor and the Department Director provided his/her job requires minimal direct supervision and face-to-face interaction or where such interaction can be scheduled successfully to permit teleworking. Each telework assignment should be reviewed for costs and benefits, such as the nature of the job, equipment requirements and expected results. The telework assignment should not create additional costs, risk, or hardship to the county.

(B) Supervisors shall use the following guidelines in selecting employees for telework:

(1) The employee can accomplish his/her job without being on the premises for an agreed upon portion of his/her regular work schedule without detrimental impact on the productivity of the work group.

(2) Clear work objectives can be set, tasks can be clearly defined, and results are measurable.

(3) The employee can provide the appropriate equipment in the telework site including, at minimum, a telephone where the employee can be reached regularly, a computer that has internet access and is compatible with county software, a suitable workspace, and other equipment as appropriate to the employee's job.

(4) The employee shall have demonstrated, to the supervisor's satisfaction, his/her capability to work productively without direct supervision. Indicators include consistent high performance, excellent attendance, a positive attitude toward assigned work, self motivation, and no relevant discipline problems in the employee's work history.

(5) Unless telework is mandated as a part of their position description, the employee shall have indicated a willingness to participate in telework to the supervisor.

(6) The employee has completed any probation or trial service periods for his/her position or has demonstrated successful competency in the essential functions of his/her position.

(7) Not all county computer systems are available using the county's Virtual Private Network (VPN) or outside normal business hours. Supervisors shall take this into consideration when approving telework for employees.

§ 3-65-040 POLICY

(A) Prior Authorization

Employees are not authorized to telework without prior written approval of their supervisor. If employees are assigned Routine Telework, employees must also receive prior written approval by their Department Director or designee.

(B) Departmental Policies

Each county department is responsible for determining the positions within the department that are appropriate for telework and for developing department specific policies on telework to supplement this Personnel Rule as necessary.

(C) Telework Agreement for Routine Telework

(1) Routine Telework will be permitted for employees only under the terms of a written Telework Agreement (see attached model agreement) reached between the employee and the employee's supervisor and approved by the Department Director. The model Telework Agreement may require modification by Department Human Resources units to fit individual employee circumstances. Employees who have been previously assigned Routine Telework prior to the implementation of this Personnel Rule must complete the Telework Agreement and all of the requirements therein.

(2) Telework is not an employee right and Telework Agreements shall be entered into voluntarily by both the employee and the county. Unless otherwise provided in the Telework Agreement, either the county or the employee may discontinue the telework arrangement at any time and for any reason.

(3) The Telework Agreement must clearly outline the following:

(a) Telework schedule: The employee's work schedule shall be outlined and be in compliance with wage and hour laws, county Personnel Rules, and any applicable collective bargaining agreement. The Telework Agreement must specify which hours the employee will work on county premises and which hours will be worked off county premises.

(b) Location: The location of the telework site must be stated. If the location for the telework site will be a location other than a home office, the teleworker must

receive approval from the supervisor to use the location as the telework site. The supervisor must consult with their Department Human Resources unit and Risk Management if there is any question regarding the appropriateness of the location as a telework site.

(c) Accessibility: The means by which the employee can be reached during off-premises work.

(d) Evaluation: The criteria that will be used to evaluate the success of the telework assignment and how often the telework assignment will be evaluated. At a minimum, the Telework Agreement must be evaluated by the supervisor with the employee on a biannual basis, but it is encouraged that the evaluation occur on a quarterly or monthly basis. This evaluation is in addition to the regular and consistent monitoring of the employee's telework assignments.

(e) Use of county resources: Any county owned resources the employee will use off-premises and the terms and conditions under which such resources will be used.

(f) Use of employee's resources:

(1) Any employee resources that will be used and the costs that will be compensated by the county. Generally, however, the county does not reimburse costs associated with teleworking and any reimbursements must meet the requirements in § 3-65-040(J) below.

(2) Employee must sign an acknowledgement that usage of their personal property is subject to public records law, as well as other state and federal laws, such as Health Insurance Portability and Accountability Act (HIPAA), that may require the employee to grant the county full access to their personal property for inspection and duplication of the information contained in the property.

(g) Telework Safety Checklist: Affirmation the employee has conducted a self assessment of the risk hazards of the telework site and that the supervisor has worked collaboratively with the employee to address any areas of concerns.

(D) Ad Hoc Telework

(1) Supervisors may approve Ad Hoc Telework to allow employees to work at home for reasons that are inclusive of the policy's purpose as defined in § 3-65-010. Employees shall not be authorized to perform Ad Hoc Telework as a dependent care accommodation.

(2) Ad Hoc Telework will be permitted with the authorization of the employee's supervisor, subject to the Department Director's or designee's review, on a case by case basis. The terms of Ad Hoc Telework may be clarified in a written agreement.

(3) If an employee performs telework on a regular rather than on an occasional basis, the telework then becomes Routine Telework and a Telework Agreement must be entered into.

(E) Terms of Employment

(1) Telework does not otherwise alter the basic terms and conditions of employment including wages, overtime compensation, insurance benefits, paid leave, salary reviews, workers compensation, etc.

(2) County and departmental policies, rules, and practices shall apply at the telework site, including, but not limited to, those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and/or services, security and confidentiality of data, and safety.

(F) Work Hours and Accessibility

(1) Work Hours and Scheduling

(a) Telework arrangements must comply with any applicable collective bargaining agreement and state and federal laws including wage and hour laws which regulate the payment of overtime for non-exempt employees. This includes the scheduling of rest and meal breaks even while the employee is working at a telework site.

(b) Employees must receive advance approval from their supervisor for any overtime work or flexing of their telework schedule. Employees must also report to their supervisor any absences from duty during telework hours in the same manner as if they were scheduled to be at their assigned duty station.

(c) Employees will not be paid for travel between the telework site and the employee's official workstation. Any travel from the telework site and meetings at locations other than the employee's official workstation shall be compensated in accordance with state wage and hour laws.

(2) Adequate Time in Office

(a) The amount of time spent teleworking during a work week may vary according to each job, equipment needs and the individual Telework Agreement. Minimally, the telework schedule must allow adequate regular office time for meetings, access to facilities and supplies, and communication with other employees and with customers.

(b) Business visits, meetings with customers, or regularly scheduled meetings with coworkers shall not be held at a telework site.

(c) Telework shall not adversely affect customer service or delivery, employee productivity, or the progress of an individual or team assignment.

(d) Teleworkers shall attend job-related meetings, training sessions, and conferences, as requested by supervisors. Teleworkers may be requested to attend “short notice” meetings. When possible and effective, telephone conference calling may be offered as an alternative to in-person attendance.

(3) Accessibility

(a) Teleworkers will maintain accessibility via telephone, email, fax and/or pager during agreed upon work hours or specific core hours of accessibility as required by the county. Only the teleworker and the teleworker’s supervisor will designate who will be given the teleworker’s home phone number.

(b) The employee shall promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. Supervisors may reassign employees to another project and/or work location in the event of equipment failure.

(4) Family Care and Duties

While telework may facilitate employees working around family responsibilities, employees who telework must have day care or other supervision for any member of the household requiring care through the workday. Telework is not to be viewed as a substitute for dependent care. The county recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is the employee’s responsibility to ensure that he or she is fully accessible during work hours and able to complete work assignments on time.

(G) County Owned Equipment

(1) All Personnel Rules and department work rules regarding personal use of county equipment apply to employees using county equipment at a telework site.

(2) If county equipment is used for telework, the employee must exercise the same reasonable care for the equipment as would be expected in any county work site.

(3) The security of county property in the home is as important as it is in the office. Telework employees are expected to take reasonable precautions to protect county equipment from theft, damage, or misuse.

(4) The employee may be held liable for damage caused by negligence, intentional damage or damage resulting from a power surge if no surge protector is used.

(5) The county will provide for repairs to county owned equipment. Any such repairs will take place at County facilities or by an authorized vendor.

(6) County equipment and/or software may not be used by other household members or any other non-county persons. County owned software may not be duplicated except as authorized in writing by the county's Information Technology Division.

(7) A list of any county equipment that is issued to the employee to be used in a telework site should be tracked by his/her department just as if the equipment was issued to be used by the employee at his/her official workstation on county premises. A list of the county issued equipment should also be maintained on the Telework Agreement and updated as needed.

(8) The Information Technology Division will define the standards related to computer related equipment issued to the employee and will maintain a list of supported equipment.

(H) Employee Owned Equipment

(1) If county issued equipment is not otherwise available, teleworkers may use their personal computer equipment and/or software for telecommuting purposes, provided that it is compatible with the county's configuration.

(2) The employee will be responsible for the maintenance of his/her equipment and software, and for ensuring that his/her software is free of viruses in accordance with the guidelines set forth by the county's Information Technology Division. Employees must follow approved policies and practices with regard to protecting data through the use of anti-viral software. Remote equipment connected to any county system must conform to county policy including the usage of encryption software or hardware to protect stored data. Teleworkers are encouraged to contact the county's Information Technology Division for consultation on appropriate hardware and software to minimize the chances of data theft or corruption.

(3) The county will not be responsible for damages or losses that occur to the employee's equipment and real property resulting from the telework process.

(4) Information produced by teleworkers in the pursuit of county business is subject to public record requirements regardless of the ownership of equipment used. If the teleworker owns the computer being used for county business, the information on that computer is subject to the discovery process in the event of a public records request or litigation related to county business. Protected health information as defined by state law and the HIPAA is also subject to privacy or security investigations. Employees may be required to provide the county with full access to their personal computer and property in order for the county to respond to record or information requests, subpoenas, court or administrative orders, and HIPAA privacy or security investigations.

(I) Telework Product and Records

(1) Work done on behalf of the county at the telework site is considered official county business. Products, documents and records used by/or developed while teleworking shall remain the property of the department and the county and are subject to

department and county rules regarding confidentiality, disclosure, and records retention requirements.

(2) Any employee owned equipment used for county business could be subject to a public records request and require the employee to provide access to such equipment.

(3) Any records, products, or documents that are covered by HIPAA shall not be used at home without written permission from the employee's manager. Additionally, if any identifiable protected health information or personally identifiable information is electronically transmitted, it must be encrypted. If there are known or suspected breaches of confidentiality of protected health information or personally identifiable information, the employee must immediately report in accordance with Personnel Rule 3-10.

(4) The teleworker will apply approved safeguards to protect county records and property. All records, correspondence, and equipment must be kept in a secure location to prevent damage, theft, or unauthorized disclosure.

(5) Release or destruction of any public records must only be done at the official workstation according to statute and regulations. The teleworker must adhere to confidentiality requirements of all data and records.

(6) Teleworkers must seek advance approval from their supervisor before removing documents, files, supplies, or equipment from county premises to take to a telework location. Any such items should be promptly and securely returned to county premises as soon as the teleworker has completed the assignment that required the usage of the item at the telework site. Supervisors and teleworkers are responsible for maintaining an inventory of items that teleworkers remove from county premises and take to a telework site.

(J) Workplace Health and Safety

(1) The county's responsibility and accountability for employees' health and safety while working at home is essentially the same as that when employees work in their assigned county work location. For this reason, employees are required to maintain a separate, designated work area at home.

(2) Teleworkers will be expected to set up and maintain the designated workspace in a safe, unobstructed and clean fashion and maintain the designated work area so that it complies with all laws regulating work areas. This includes, but is not limited to, the following basic safety precautions:

- (a) Avoid obstructions in the work area.
- (b) Eliminate trip and fall hazards.
- (c) Ensure proper lighting, ventilation and appropriate furniture.

(d) Avoid using a single power outlet for computer and other electrical extension cords.

(3) The Telework Safety Checklist must be completed prior to any telework activity governed by this policy. Any questions about the safety of a telework site should be referred to Risk Management.

(4) Ergonomic and Safety Assessment Inspections and Training

(a) The county has the right to visit an employee's home telework site during normal work hours to ensure that it meets county safety standards; such routine visits will be scheduled with at least twenty-four (24) hours advance notice.

(b) Upon request, Risk Management will provide the employee with individualized safety training and conduct a site-specific hazard assessment of the home telework site. Employees are encouraged to request Risk Management training and assessment services prior to implementing the Telework Agreement, but such requests can be made at any time. Ad Hoc teleworkers are also encouraged to participate in ergonomics training as a personal effort to identify and address potential risk factors associated with the work site.

(5) Worker's Compensation

(a) Standard worker's compensation practices apply and employees are covered by applicable laws for illness or injury occurring during the course and scope of work. If injured while working at a telework site and during telecommuting work hours, the teleworker must report the injury to the supervisor immediately, following standard county reporting procedures.

(b) The county does not assume responsibility for injury to any persons other than the employee at the employee's residence or alternate workspace within it.

(c) Compensability of all workers' compensation claims are thoroughly investigated by the designated Third Party Administrator. Depending on the nature and the severity of the injury, an on-site investigation may be initiated immediately upon notification. Securing the scene can be critical for OR-OSHA compliance and employer responsibility determination. The on-site investigation will be performed by Risk Management staff or an investigative service provider acting under the control of the Third Party Administrator. The investigation may include a site inspection with less than twenty-four (24) hours notice to the employee.

(d) Employees are principally located in the State of Oregon. Employees who telework in another state, including the State of Washington, follow standard county reporting procedures and file any claims in the State of Oregon, regardless of the state in which the illness or injury occurred.

(K) Reimbursable Expenses

(1) Any variable expenses accrued as a result of the employee choosing to telework will be borne by the employee. The county will only reimburse the employee for expenses the employee would have borne if the employee were working in the office.

(2) The county will not reimburse an employee for expenses related to an internet connection for the telework site.

(3) Supplies required to complete assigned work at the telework work site shall be obtained from the county during the teleworker's in-office work periods. The county will not reimburse employees for their personal purchase of printer ink or toner. Employees should arrange their schedule to print documents while at their official workstation.

(4) Reimbursable expenses must be approved by an employee's supervisor in advance, documented in writing on the Telework Agreement form, and meet the requirements of the "Miscellaneous Expense Reimbursement" administrative procedure FIN-4 specifications.

(L) Employee Computer Security

(1) The Information Technology Division will maintain a list of resources, required security guidelines, and a self-assessment checklist for employees to use to help secure their home computer. The Information Technology Division is available to help teleworking employees with their home computer security.

(2) If employees engage in telework that is covered by HIPAA, they shall adhere to county privacy and security policies and, as well as any Department guidelines or procedures.

(3) If an employee does not maintain a secure home computer according to county standards, he/she may lose the right to telework.

(4) Employees are responsible for following all security guidelines including ensuring software and applications are currently updated with security patches, maintaining a personal firewall and updated anti-virus and anti-spyware programs, and keeping their operating system configured securely.

(M) Training

Routine teleworking employees and their supervisor must sign up for county provided Telework training and participate in the class within three (3) months of the approved Telework Agreement start date.

§ 3-65-050 PROCEDURES

(A) The employee and his or her supervisor will collaborate to create a mutually suitable Telework Agreement including the tasks or scope of work to be completed at the

telework site, the time frames for completion, and how work will be reported and evaluated. Both parties sign the agreement and submit it to the Department Director or his/her designee. Once the agreement has received the necessary approval, a copy of the agreement will be placed in the employee's personnel file.

(B) The supervisor shall contact the Information Technology Division's Help Desk for any technical support needs of the teleworker.

(C) Each telework employee and supervisor shall develop a list of objectives and methods to measure the Telework Agreement's success. These objectives and measures should be reviewed and updated periodically to assure the continued success of the telework arrangement.

(D) The supervisor shall notify the employee of Risk Management's safety training and site-specific hazard assessment services. Supervisors and employees shall work collaboratively to identify safety training opportunities and address any areas of concern identified in the Telework Safety Checklist.

(E) Employees and supervisors who participate in a Telework Agreement are expected to educate themselves on what their responsibilities are regarding Telework. Employees and supervisors are required to attend a county training course designed to prepare them for the telework experience.

§ 3-65-060 TERMINATION OR SUSPENSION OF A TELEWORK AGREEMENT

(A) Teleworking is a privilege rather than a universal employee benefit or right. The county has the right to offer telework to an employee and to unilaterally terminate a Telework Agreement at any time.

(B) Telework is a voluntary program unless specifically stated as a condition of employment. Employees may decline telework if the option is presented. The employee may also discontinue the arrangement at any time, unless otherwise specified in the Telework Agreement.

(C) Telework may be temporarily suspended due to the county's operational needs.

(D) Supervisors should monitor the work environment for any negative effects a telework assignment may have on the workload or morale of the co-workers of the teleworker and may need to suspend or terminate the telework assignment to ensure equal workloads and harmonious relations amongst staff.

(ER 375, Amended, 05/27/2014)



Multnomah County Telework Agreement

Teleworker Name: _____ Supervisor Name: _____

Department: _____ Division: _____

Classification: _____ Date telework will begin: _____

Telework address: _____

Telework phone: _____ Fax: _____ Pager: _____

Telework Evaluation and Review:

Criteria that will be used to evaluate the success of the Telework Agreement:

Attach additional sheets as necessary

Telework Agreement will be evaluated (Monthly, Quarterly, Bi-Annually): _____

First Telework Agreement review date: _____

Telework Schedule:

The employee agrees to perform agreed upon duties and be accessible to the county on the following Telework days:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Start Time							
End Time							
Total Hours							

Accessibility and Communication:

The employee agrees to structure their time to ensure attendance at required meetings and events as designated by their supervisor. The employee further accepts the special responsibility as a teleworker to facilitate communication with customers and colleagues while on a telework schedule.

The employee agrees to be available during scheduled work hours on telework days using the following methods (check all that apply):

Phone Voice mail/answering machine E-mail Pager

Other: _____

Describe how incoming calls at the central office be handled on telework days:

The employee agrees to check his/her voicemail and/or call in to the central office for messages _____ times per day at approximately the following time(s) of day while working at an alternative work site: _____

Long distance phone charges made by the employee while working at an alternative worksite will be handled as follows (e.g., usage of county cell phone, calling card, reimbursement, etc.):

Other accessibility and communication issues:

Performance Measures:

The employee agrees to keep his/her supervisor regularly informed of his/her progress on telework assignments and agrees to keep his/her supervisor informed of any problems experienced while teleworking.

Tasks to be completed while teleworking	Timeframe for completion	Method and frequency tasks will be reported to supervisor	How tasks will be measured for success

Attach additional sheets as necessary – be as detailed as possible

Equipment/services to be used at the telework site:

The following equipment/services will be provided to the employee by the county (check all that apply):

- Phone Fax Machine Printer
 Pager Computer Other equipment not mentioned above: _____

Remote network access provided (VPN)? Yes No

The employee will provide the following equipment/services (check all that apply):

- Phone Voice mail Office furniture Fax Machine
 Pager Computer Printer Internet Service
 Other equipment not mentioned above: _____

Reimbursement Information:

Generally, Multnomah County does not reimburse costs associated with teleworking and will not pay or reimburse the employee for:

- Time involved in travel between the official workstation and the telework site.
- Purchasing computer equipment, internet service, or printer/ink cartridges.
- Any purchase, service charge, or cost related to telework that is not specified in this agreement.

The county agrees to reimburse the employee for the following expenses related to Telework in accordance with the requirements of the “Miscellaneous Expense Reimbursement” administrative procedure FIN-4 specifications:

Multnomah County Property and Records:

The employee agrees that documents or other records required to be retained and are used, developed or revised while teleworking will be securely transferred the following workday to the official workstation.

The employee understands and agrees that all equipment, records, files, manuals, forms, materials, supplies, computer programs and other materials furnished by the county, or generated or obtained on behalf of the county during the course of employment shall remain the property of the county. The employee understand that he/she is the holder of this property for the sole use and benefit of county and will take all reasonable precautions to safely keep and preserve such property, as well as maintain confidentiality except as disclosure is required in normal business operations.

Employee Owned Property and Equipment:

Any employee owned property and equipment used for county business may subject to a public records request, subpoena, court or administrative order, or privacy/security violation investigation and may require the employee to provide the county with full access to such equipment. If the equipment is a personal computer, the employee understands the county may need to copy the contents of the hard drive.

Employee Computer Security:

The employee understands he/she is responsible for following all security guidelines issued by the county’s Information Technology Division including ensuring software and applications are currently updated with security patches, maintaining a personal firewall, secure WiFi, and

updated anti-virus and anti-spyware programs, and keeping their operating system configured securely.

Health, Safety and Ergonomics:

The employee acknowledges the county has the right to visit his/her home work area during normal work hours to ensure that it meets county safety standards; these routine visits will be scheduled with at least twenty-four (24) hours advance notice. The employee also acknowledges that “short-notice” inspections may occur after an incident or accident occurs.

The employee understands s/he may request Risk Management training and/or an assessment of their home work area to provide strategies to improve the health, safety and ergonomic well-being of the teleworking employee.

The employee acknowledges that his/her employment is principally located in the State of Oregon. If the employee teleworks in another state, including the State of Washington, the employee agrees to follow standard county reporting procedures and will file any claim in the State of Oregon and not in any other state, regardless of the state in which the illness or injury occurred.

The employee has completed and the supervisor has reviewed the Telework Safety Checklist?

Yes No

Dependent Care:

Does the employee have dependents requiring care during telework hours? Yes No

If yes, does the employee have dependent care to relieve him/her from primary-care responsibilities during telework hours? Yes No

Training:

The employee has registered to take the county’s training on telework? Yes No

The supervisor of the teleworker has registered to take the county’s training on telework?

Yes No

Terms of Employment:

The employee understands that this Telework Agreement does not otherwise alter the basic terms and conditions of employment including wages, overtime compensation, insurance benefits, paid leave, salary reviews, workers compensation, etc. The employee further understands that county policies, rules, and practices shall apply at the telework site, including those governing

communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and/or services, and safety.

Termination of Telework Agreement:

The employee understands that telework is a privilege rather than a universal benefit or employee right. The county or the employee may discontinue or suspend this Telework Agreement at anytime.

Acknowledgment:

I have read and understand this agreement and the telework policy, PR 3-65, and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree that the sole purpose of this agreement is to regulate telework and that it constitutes neither an employment contract nor an amendment to any existing contract or county policy.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Director (or designee) _____ Date: _____

CC: Personnel File



MULTNOMAH COUNTY TELEWORK SAFETY CHECKLIST

This checklist is used to assess the overall safety of the telework designated location. The checklist must be completed prior to the start of teleworking and submitted to the teleworkers' supervisor for review. The teleworker should retain a copy for his/her records.

The designated work space:

1. Are temperature, noise, ventilation, and lighting level adequate for maintaining your normal level of job performance? Yes No
2. Are all supplies and equipment (both County and employee-owned) in good condition and can be safely used as intended? Yes No
3. Is storage organized to minimize risks of fire and spontaneous combustion?
 Yes No
4. Do all electrical enclosures (switches, outlets, receptacles, junction boxes) affecting the designated work space have tight fitting covers or plates? Yes No
5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)? Yes No
6. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)? Yes No
7. Are aisles, doorways, and corners free from obstructions to permit visibility and movements? Yes No
8. Are the file cabinets and storage closets arranged so drawers and doors do not enter walkways? Yes No
9. Are heavy items securely placed on sturdy stands close to walls? Yes No
10. Are phone lines, electrical cords, and surge protectors secured under a desk or along a baseboard? Yes No
11. Are computer components kept out of direct sunlight and away from heaters?
 Yes No

Emergency Preparedness:

- 1. Are emergency phone numbers (nearest hospital, fire department, police department) posted in the telework work space? Yes No
- 2. Is a first aid kit easily accessible and periodically inspected and replenished as needed? Yes No
- 3. In case of fire, is there a primary exit path free of obstruction and easy to use? Yes No

Ergonomics:

- 1. Is your desk, chair, PC, and other equipment of appropriate design and arranged so that:
 - a. Neck and shoulders are not stooped to view the task Yes No
 - b. There are no pressure points on any part of the body (wrists, forearms, back of legs) Yes No
 - c. There is no glare on the terminal screen Yes No
 - d. Work can be performed without eye strain Yes No
 - e. There is no strain on any part of the body for static tasks over 20 minutes Yes No

Teleworker comments after inspection: _____

****Attach additional sheets as necessary****

I have completed the checklist as accurately and honestly to the best of my knowledge. I understand that I have the right to request Risk Management conduct a risk assessment of my telework site, to ask questions, or to have additional training provided.

Teleworker's signature: _____ Date of inspection: _____

I have reviewed the checklist and discussed any areas of concern with the teleworker:

Supervisor's signature: _____ Date: _____

CC: Personnel File