DELAWARE COUNTY TRANSIT BOARD

POLICY

Policy Name	Resolution Number	Origin Date	Revision
Telework	24-09-04	9/25/24	

NOTE: The Delaware County Transit Board ("DCTB ") is the governing body of Delaware County 's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code sections 306.01 and 306.02. Delaware County Transit ("DCT") is the common name given to the public transit system. This policy is established and set forth under the authority of the DCTB. DCT and DCTB may be used interchangeably in this policy or used separately to distinguish responsibilities.

PURPOSE

The purpose of this policy is to establish requirements and guidelines for employees engaging in authorized telework. "Telework" is a work flexibility arrangement under which the Employer authorizes an Employee to perform their work duties and responsibilities from an approved worksite other than the location from which the Employee would otherwise work. Telework is a management option, not an Employee right that an Employee can expect or demand.

SCOPE

This policy applies to all Employees specifically authorized by the Employer to perform Telework. This Policy is effective immediately and until rescinded by the Employer.

DISTRIBUTION

To all DCTB management, administrative, and operational staff.

REQUIREMENTS

A. **Eligibility.** Telework is not available for all Employees. In considering whether to authorize Telework, a supervisor shall consider the operational needs of the department, the technical requirements for the completion of assigned work, the security of information and equipment, and the Employee's status (e.g., probationary period, discipline history, and performance evaluations).

B. **Authorization.** Prior to engaging in Telework, an Employee must receive authorization from the Employee's supervisor and execute a Telework Agreement in the form attached hereto. Telework may be a full-time arrangement or utilized in a hybrid arrangement, wherein the authorized Employee may be authorized to Telework only on designated days or hours. Supervisors may only authorize Telework when Telework is feasible and will not negatively impact overall department operations. The supervisor and Employee shall submit the executed Telework Agreement to the department head for approval before the Telework may begin.

C. **Location of Work.** Employees must provide the Employer the physical address and telephone number of the location at which they will be performing Telework, and the Employer retains the rights to inspect the location prior to authorizing Telework and to conduct site visits during work hours after Telework has been authorized. The Employee's Telework location shall, at a minimum, meet the following conditions:

- The workspace must be safe and free from hazards.
- The workspace must be reasonably free from interruptions and distractions that would affect work performance, including the presence of dependents requiring care.
- The workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information. Any Employer provided material or equipment shall not be removed from the workspace while the Employee is engaged in Telework.
- For Employees who must verbally communicate with others as part of their duties, the workspace must be quiet and allow for professional communication during those times.
- Telework employees shall not meet with the public or clients in their home office in any official capacity or connected with the Employer's business. The Employer is not responsible for any injuries to family members, visitors, and others in the Employee's home.
- The Employer is not responsible for any loss to the Employee's property whether caused by physical damage, computer virus attacks, or other intrusions via the internet.
- Employees utilizing Employer equipment while teleworking must protect the equipment from damage.

D. **Hours of Work**. Telework in no way alters the applicability of the Employer's policies for hours worked or requesting leave or state or federal overtime compensation requirements. Employees who the Employer authorizes to engage in Telework shall work during their normally scheduled workdays and hours, or on days/times pre-approved by their supervisor. Overtime Non-Exempt Employees may not work outside of those days and hours without prior supervisor approval and are responsible for accurately reporting their time worked each day.

Overtime Exempt Employees who are authorized to engage in Telework may work during and outside typical business hours based upon the operational needs of the Employer. Overtime Exempt Employees may be required to adhere to a specific schedule in order to be available to other team members and to achieve departmental goals and objectives.

All Employees who do not work for all or a portion of a day they are expected to Telework are responsible for following all call-off policies and procedures and for requesting to use appropriate leave within policy guidelines. The Employer is not responsible for paying Employees if they are unable to perform Telework due to operational or technological issues such as the availability of an adequate internet connection.

Unless required to document actual hours worked through Delaware County Transit's timekeeping system, non-exempt Employees must communicate with their supervisor via e-mail when beginning the workday, upon leaving for and returning from lunch, and when they conclude their work at the end of the day.

E. **Equipment and Supplies**. The Employer shall provide the necessary equipment and supplies for the Employee to Telework, which shall only be utilized for the Employer's purposes and shall be returned upon termination of the Telework arrangement. Unless alternative arrangements are made, the Employee shall be responsible for ensuring adequate internet connection and capacity. In the event of an internet failure during Telework, the Employee shall immediately notify their supervisor. The Employee will not be reimbursed for the cost of equipment and supplies without prior Employer approval. The Employee will not be reimbursed for the cost of providing internet service to the Telework location.

F. **Communication**. While engaged in Telework, Employees must be reachable by the Employer during their normal working hours, and any other times designated by the Employer. If the Employee becomes aware of or anticipates any disruption in technological communication during their normal working hours, they are to immediately notify their supervisor.

G. **Security and Confidentiality.** While engaged in Telework, Employees must take steps to preserve the security and confidentiality of Employer information. Employees must keep confidential documents and materials in secure locations. Employees must maintain password protection, to the same extent as required at the workplace, and keep confidential documents and records securely stored. If working on personal devices, employees must have valid, up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the Employer immediately.

H. **Policies.** Telework does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees shall comply with all Employer policies, procedures, and performance standards. Telework is covered employment under applicable workers compensation laws and policies, so Employees shall report any injuries occurring in the course and arising out of the performance of Telework in accordance with the Employer's policies.

I. **Violations.** The Employer retains the right to investigate alleged violations of this Policy or a Telework Agreement and may cease or modify an Employee's approval for Telework at any time, regardless of whether a violation has occurred.