



Macon County Government
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Derek C. Roland
County Manager

Temporary Teleworking Agreement

This Temporary Teleworking Agreement (Agreement) should be used in all instances in which County Administration has determined that an employee may temporarily telework as a means of social distancing to avoid viral transmission. Covered Employees include all full-time and part-time permanent, probationary, temporary and time-limited employees.

This Agreement is between Macon County and _____ (you), and must be approved by the County Manager.

When County Administration decides to end this temporary teleworking arrangement, you will immediately return to your designated Macon County workstation. Note that having successfully engaged in temporary teleworking pursuant to this Agreement does not require the county to agree to any future teleworking.

You understand that this agreement is a temporary measure only and will be reviewed continuously during the period in which social distancing necessitates a change in workstation. Accordingly, Macon County at its discretion, may alter this schedule or end the temporary teleworking agreement at any time.

- A. We (Macon County and you) agree that you will temporarily telework in accordance with your normal work schedule unless modified by your supervisor.
- B. You agree to maintain a presence with the organization and with your team while temporarily teleworking. Presence may be maintained using the technology available such as by computer, telephone, email, messaging application, videoconferencing, instant messaging and/or text messaging at any time during the period in which agency expects or requires you to work. You are expected to maintain the same response times as if you were at your Macon County workstation. You will make yourself available to attend any in-person scheduled work meetings as requested or required by the agency.
- C. This temporary teleworking arrangement will begin with approval from your supervisor commencing on _____, 2020; and will remain in effect unless altered or terminated at any time as described in paragraph A above.
- D. While temporarily teleworking, you will work just as if you were in your Macon County workstation and maintain productivity, performance, communication and responsiveness standards as if you were not temporarily teleworking. The time you are assigned to work from home shall be the actual time spent working and time that is claimed on time sheets will match the actual time worked. This Agreement does not change the basic terms and conditions of your employment at Macon County. You will perform all of your duties as set forth in your job description, as well as and/or different duties that Macon County may assign from time to time. Further, you remain obligated to comply with all state and Macon County policies and procedures.
- E. In completing your timesheet while working from home, you will claim only the actual time worked. With notification to your supervisor, you will be able to use sick and leave time as normal or to make up any part of a 40 hours workweek as needed. Just as when you are working at your Macon County workstation, you will certify that the time you worked while at home is the actual time you spent working. If you are a non-exempt employee, you are not to work overtime without prior approval from your supervisor, and you are required to take your rest and meal breaks while teleworking. Fraudulent reporting of work time will result in termination from employment.
- F. You will be solely responsible for the configuration of expenses associated with your teleworking workspace and all services unless Macon County expressly agrees otherwise. This includes ensuring and maintaining an ergonomically appropriate and safe teleworking worksite. You agree that all Macon County business will be conducted only on Macon County owned equipment

(with the possible exception of telephonic equipment). You also agree that personal computing will not be conducted on Macon County equipment.

- G. All injuries incurred by you during working hours and all illnesses that are job-related must be reported promptly to your manager or supervisor as prescribed by the Workers' Compensation Administration policy.
- H. Generally, employees are required to use mobile devices and other equipment owned and issued by Macon County. If approved to use county owned equipment while teleworking, you must consult with MCIT support team to arrange appropriate set up of the equipment. You are prohibited from tampering with any software, firmware or hardware provided by MCIT or loaded onto equipment to enable you to perform county work. Regardless of whether using personal or county-owned mobile devices while teleworking, you are responsible at all times for the access, use, and security of those mobile devices. Approval to use non-county issued mobile devices can be revoked at any time. **Your children, family, friends, or guests with access to your teleworking workspace are prohibited from utilizing any equipment owned and issued by Macon County.** You will be responsible for any costs incurred related to misuse of any equipment owned and issued by Macon County under this temporary teleworking agreement.
- I. You will be held to the same standards of confidentiality of customer information that are expected and required at your Macon County workstation.
- J. By signing this Agreement, you are also confirming you have read, understood and will comply with all provisions listed above. You acknowledge that a violation of fraudulent claim of work time or breach of confidentiality will result in termination of employment. You acknowledge that if your manager or supervisor determines that the temporary teleworking arrangement described in this Agreement is not working effectively or as envisioned, management may at any time adjust or end the temporary teleworking arrangement.

K. UNDERSTOOD AND AGREED:

Employee Signature

Date

Print Name/Title

Department Head

Print Name/Title

L. APPROVED BY: _____

Derek C. Roland/County Manager

Date