

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: March 31, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Personnel
APPROVING PARTY: Margaret Long, Personnel Director
PHONE NUMBER: 530-289-2879

AGENDA ITEM: Approval of Sierra County Emergency Short-Term Telecommuting Agreement form.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

Sierra County Emergency Short-Term Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

1. The employee will remain accessible to his or her Department Manager and be productive during scheduled work hours.
2. Nonexempt employees will record all hours worked, including meal periods, and record all sick leave, vacation, or other leave used accordance with regular timekeeping practices of the County.
3. Nonexempt employees will obtain Department Manager approval prior to working unscheduled overtime or compensatory hours.
4. The employee will report to the employee's base station as necessary upon directive from his or her Department Manager.
5. The employee will communicate regularly with his or her Department Manager, which includes, at minimum, a weekly written report of activities undertaken.
6. The employee will comply with all Sierra County's adopted rules and policies that would apply if the employee were working at the employer's base station.
7. The employee will maintain satisfactory performance standards as determined by the Department Manager.
8. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with certain caregiving responsibilities at the discretion the Department Manager and the Human Resources Director.
9. The employee will maintain a safe and secure work environment at all times. The employee will hold no in person County business meetings at the approved remote location.

10. The employee will allow the Department Manager, Chief Technology Officer, Human Resources Director and/or Safety Officer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the Sierra County.
11. The employee will report work-related injuries to his or her Department Manager as soon as practicable.
12. Sierra County will provide a County owned computer with the required software installed to enable the employee to work remotely.
13. If an internet connection is required to accomplish the employees job function, this will be the employee's responsibility to provide. The internet connection must be high-speed broadband. Sierra County will not reimburse any expenses related to internet connectivity nor telephone service, including cellular phones. Any other expenses that may be incurred or supplies that may need to be purchased must be first approved in advance by the Department Manager.
14. The employee agrees that Sierra County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Sierra County equipment. The employee understands that all tools, equipment and resources provided by the County shall remain the property of the County and the employee agrees to protect these tools, equipment, and resources from theft or damage. Any theft or damage shall be reported to the Department Manager, Chief Technology Officer, and Human Resources Director immediately.
15. The employee agrees to comply with Sierra County's adopted Information Technology policies regarding information security. The employee will be expected to ensure the protection of proprietary and /or County and customer information accessible from their approved remote location.
16. The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.
17. The employee understands that Department Manger retains the right to modify this agreement on a temporary or permanent basis for any reason at any time with the concurrence of the Human Resources Director.
18. The employee agrees to return company equipment and documents immediately upon end date of this agreement or termination of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human Resources signature: _____ Date: _____