

St. Louis County Telework Policy

Issued: October 20, 2020

Effective: Immediately, approved by the Civil Service Commission 10/20/2020

I. Policy

- A. 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, St. Louis County strives to be an example of how telework can enhance organizational and operational efficiency while enhancing the quality of life in the St. Louis region. The county encourages the use of telework in situations where it will be to the mutual benefit of employees, the county, and the county taxpayers.
- B. Telework is not suitable for all employees and/or positions. An Appointing Authority may decline to implement teleworking if not suitable for an entire Department or a work group or individual employees. An Appointing Authority may terminate telework arrangement(s) at any time.

II. Scope

- A. Telework allows an employee to work at a remote workplace for part or all of the regular work week.
- B. If approved for telework by the Department's Appointing Authority an employee is expected to telework as if reporting to work as usual unless prevented by illness, on an approved leave, or as otherwise directed by the Appointing Authority.

III. Authority

- A. Except as otherwise provided herein, the Appointing Authority may implement all, or select, provisions of this policy and grant exceptions on a case-by-case basis to ensure that all unique operational requirements of any Department are being met.
- B. Departments should develop written plans and/or procedures consistent with this policy to address employee communication, job performance standards and other unique needs of the position.
- C. The Appointing Authority may revoke teleworking arrangements when necessary to avoid or mitigate serious damage to public health and safety, or because in the sole discretion of the appointing authority it is in the County's best interest to do so, or because the employee has not complied with the Appointing Authority's telework expectations.

IV. Employee Participation

- A. Employees identified by an Appointing Authority with knowledge of the job to work independently may be considered for teleworking.
- B. Employees should submit a Teleworking Agreement to the Appointing Authority prior to being approved to telework, if possible.

V. Employment Conditions

- A. If approved by the Appointing Authority, work may be performed outside the normal work hours. Shift differential is not applicable to those arrangements.
- B. Teleworkers shall adhere to existing time off reporting policies. Teleworkers will be paid from existing available accruals when illness or other circumstances prevent the productive accomplishment of work.
- C. Civil Service Rules, Department work rules and applicable laws and other regulations shall apply to teleworkers.
- D. If Employees are on a time reporting method that requires them to accurately record hours worked on each day, this would still apply for teleworking.
- E. Disciplinary action may be taken for failure to comply with the provisions of the Teleworking Agreement or for violating any other rule, regulation, or policy.
- F. Teleworkers are covered under Missouri's Workers' Compensation law for injuries occurring in the course of the actual performance of official duties at the remote workplace. In the event of a job-related accident at the remote workplace, the teleworker must immediately report the incident to a supervisor.
- G. St. Louis County is not liable for damages to the teleworker's personal or real property while the teleworker is working at the remote workplace.
- H. Teleworkers shall determine any income tax implications of maintaining a home office area. St. Louis County will not provide tax guidance nor assume any additional tax liabilities.

VI. Compensation

- A. Pay and benefits are unaffected by teleworking. Shift differential will not be paid for hours that are worked during the differential period.

VII. Supplies and Equipment

- A. Appointing Authorities will provide employees with the equipment necessary to perform assigned work in their primary working area. This may include office supplies and tools, computer hardware, computer software, cellular phone, email, voicemail, and connectivity to County network, 2-Factor Authentication, and other applicable equipment as deemed necessary.

- B. If teleworking is the secondary working area for the employee, all equipment necessary to perform the assigned work tasks will be provided but those employees shall provide a designated remote work area. Requests for additional equipment provided for a secondary workspace will be reviewed on a case by case basis by the Appointing Authority.

VIII. Cybersecurity and Integrity

- A. Teleworkers are responsible for the safety and security of all St. Louis County confidential data and information and shall protect the privacy and security of St. Louis County resources and information. This includes establishing appropriate passwords for all confidential information that could be obtained from a laptop.
- B. Persons other than the teleworker shall not be given access to St. Louis County information or resources.
- C. Products, documents, and records used, developed, or revised while teleworking shall remain the property of St. Louis County and are subject to St. Louis County's policies regarding confidentiality and records retention requirements.
- D. Teleworkers with security and/or confidentiality requirements shall follow established policies and procedures to guarantee protection of confidential information. Procedures may include a locked or secured workplace, the use of computer access passwords, or restricted use of files at the teleworker's remote workplace.

IX. Schedules and Accessibility

- A. During approved telework hours, the teleworker must be accessible via telephone, teleconferencing, and/or e-mail, and is responsible for the timely response to voicemails and emails. The teleworker's personal phone number will be made available to the Appointing Authority for emergency use.
- B. Teleworkers will be required to attend any in person meetings, training sessions, and/or conferences as requested by the Appointing Authority.
- C. Work schedules must be in compliance with Fair Labor Standards Act (FLSA) regulations and St. Louis County Payroll / Civil Service Rules.
- D. The Telework Agreement may be reviewed by the Appointing Authority at any time and revised as necessary.