



## **Broward County Temporary Telework Policy and Acknowledgment**

### **Objective**

Due to the current COVID-19 outbreak, Broward County is implementing Temporary Telework to allow eligible employees to work at home, or in an alternate location for all or part of their workweek in order to have a continuation of County business operations. Temporary Telework may be appropriate for some employees and jobs, but not for others. Temporary Telework is not an entitlement and it in no way changes the terms and conditions of employment with Broward County.

### **Procedures**

In this current situation, Temporary Telework will include employees working from home or an alternate location performing the essential functions of their positions for a definitive, short-term duration. *This Temporary Telework arrangement is solely at the discretion of the County and may be discontinued at any time at the request of either the employee or the organization.*

All Temporary Telework arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

### **Eligibility**

Before entering into any Temporary Telework arrangement, the employee and agency leadership will evaluate the suitability of such an arrangement, reviewing the following areas:

- *Job responsibilities.* Agency leadership will review employees' job responsibilities and determine if the job is appropriate for a Temporary Telework arrangement.
- *Communication.* An appropriate level of communication between the Temporary Teleworker and supervisor will be agreed to as part of the discussion process. Regular interaction by phone, web conferencing, and e-mail between the employee and the manager, are expected, in addition to being available throughout the employee's regular work schedule.
- *Performance.* Evaluation of Temporary Teleworker work performance during the temporary period is based on the successful completion of pre-determined tasks and duties within the requisite timeframe.

### **Time Worked**

All Temporary Telework employees are required to complete the "Daily Telework Productivity Log" and submit it to their supervisor every day they are working from home or an alternate location. This form is used to track work product, assigned tasks, and provide accountability and transparency for time worked.



Temporary Telework employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (i.e., those who clock in and are paid an hourly wage) will be required to accurately report all hours worked to their supervisor on a daily basis, including time spent 'off the clock'. The supervisor will then enter the hours into Broward County's time-keeping system (KRONOS) during this temporary telework period.

Hours worked in excess of those scheduled per day and per workweek require the advance approval of the Temporary Teleworker's supervisor. Failure to comply with this requirement may result in the immediate termination of the Temporary Telework arrangement.

**Acknowledgement of Temporary Telework**

I have read and understand this Temporary Telework policy and agree to all its provisions. By signing below, I agree to adhere to the terms of the policy. Any violation in this policy can result in disciplinary action.

Please check one:

- I have a County-issued cell phone.
- I agree to use my personal phone for County-related business, and agree that Broward County will not be responsible for any costs associated.

---

Employee Signature Date

Approved by:

---

Name of Supervisor Date