

Document Number:	1977
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1. PURPOSE

- 1.1 Remote work is also known as telecommuting, teleworking, and working from home. It is recognized that remote working is becoming increasingly important as part of the work life balance for employees.
- 1.2 Woodlands County acknowledges not all positions are suited for remote work. The County will determine which roles are eligible for remote work, whether full-time or part-time, based on the nature of the job and organizational needs.
- 1.3 Remote Work can be either a permanent or temporary arrangement between Woodlands County and the employee where the employee is permitted to perform work partially or fully from a space that is outside of Woodlands County physical office space.

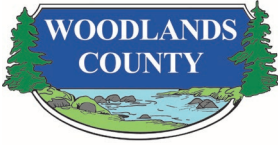
2. POLICY DETAILS

Eligibility

- 2.1 Employees interested in working from home should submit a request to their direct supervisor.
- 2.2 All approvals or denials for remote work shall be made by the respective Director, and their decision is final. No appeal to the Chief Administrative Officer will be considered.
- 2.3 Requirements for remote work will be determined by the respective Director and operational requirements.
- 2.4 To be eligible for a remote work arrangement, employees must have the following:
 - a) Reliable internet access to perform job duties,
 - b) Have worked at Woodlands County for at least six months, and
 - c) Must be capable and competent to perform job duties, operate with minimal supervision, and possess good time-management and organizational skills.
- 2.5 Employees may temporarily work from home when the employee has a minor illness that would not normally impede their ability to perform their duties, to avoid the spread of illness throughout the organization.
- 2.6 Employees may temporarily work from home when the employee's children have a minor illness, that does not prevent the employee from performing their duties.

Expectations for Remote Employees

- 2.7 Woodlands County, in consultation with the employee, will agree on the number of remote workdays allowed, the employee's work schedule, and the method and frequency of communications when working remotely.



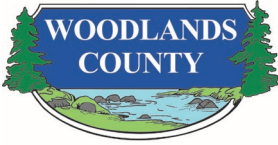
- 2.8 Employees must be able to perform the same duties, assignments, and other tasks when working remotely as they do when working on Woodlands County premises.
- 2.9 Employees must be available to collaborate with the organization or other employees during regular working hours.
- 2.10 The employee should be available by an agreed upon means, such as online or phone, within a reasonable time frame during the agreed upon work schedule.
- 2.11 While working remotely, employees must adhere to all applicable Woodlands County policies and procedures.

Security

- 2.12 Securing data and organizational information is a high priority. Consistent with the organization’s expectations of data security for employees working at the office, remote employees are expected to ensure the protection of proprietary organizational information accessible from their remote workspace. This may include using locked file cabinets and desks, using encryption, regular password management, and any other measures appropriate and necessary for the job and environment.
- 2.13 Employees will be given access to a Virtual Private Network (VPN) to secure connections within the organization’s servers and networks. The VPN must always be used during work hours.

Equipment

- 2.14 Woodlands County will provide the following office supplies for use in an employee’s home office:
 - a) Computer or tablet
 - b) Keyboard and mouse
 - c) Monitor(s)
- 2.15 Woodlands County will not provide remote work employees with office furnishings for their home offices. Employees will be responsible for providing, at their own expense, furnishings, as well as all devices and connections required for phone or internet access.
- 2.16 Equipment supplied by Woodlands County will be maintained by Woodlands County. Equipment supplied by the employee will be maintained by the employee. Woodlands County assumes no responsibility for damage or repairs to employee-owned equipment.
- 2.17 Equipment supplied by Woodlands County is to be used for appropriate business purposes only. Upon termination of employment, all County property will be returned to the County, unless otherwise approved by the Chief Administrative Officer.



3. ROLES AND RESPONSIBILITIES

3.1 CAO, Director of Corporate Services

To ensure the policy is reviewed annually to ensure it meets the County's objectives and service levels.

3.2 Directors

Ensure their employees are meeting County expectations and job requirements.

3.3 Employees

To adhere to this policy and ensure the security of County data when performing remote work.