



County of Santa Barbara COVID-19 Telework Agreement

Given the declaration of a local, state, and national emergency due to the COVID-19 outbreak, the County of Santa Barbara is committed to streamlining telework agreement processes within the existing [County Teleworking Policy](#) to better assist Departments and employees manage the challenges of this pandemic.

As outlined in the policy, teleworking is a cooperative arrangement between a Department and its employees based on the suitability of both the job and the employee for a teleworking arrangement. Teleworking agreements are voluntary, joint decisions between the Department and employees, and may be terminated by either the Department or the employee at any time. Teleworking is neither a right nor an entitlement, but a tool to allow flexible work options that can be of particular value during this time of emergency.

In addition to allowing employees to work from an alternate location for all, or a portion of the normal work week, a teleworking arrangement can also include flexibility in the hours worked, as long as those hours do not violate any laws, regulations, policies, or contractual obligations. Not all jobs will be suitable for teleworking, but the County remains committed to best supporting its employees while also maintaining critical business operations of the County throughout the pandemic. Departments are encouraged to be as flexible as possible in allowing teleworking for employees, consistent with their business needs. This Telework Agreement and the accompanying COVID-19 Telework Task Assignment sheet should be used to facilitate this process.

Employee Name:	
Employee ID:	
Employee Job Title:	
Employee Email:	
Department:	
Supervisor Name:	

Location:

Telework Location:	
Telework Address:	
Telework Contact Number:	

- Employee may not change telework location without prior approval from an authorized supervisor.

Schedule:

Days:	Mon__	Tue__	Wed__	Thu__	Fri__	Sat__	Sun__
Hours (am- pm):	_____	_____	_____	_____	_____	_____	_____

- Employee telework schedule may not be changed without prior written approval from an authorized supervisor. Teleworkers will be expected to communicate with their supervisors if anything occurs during teleworking that prevents them from completing their assigned work and/or working within the agreed upon work schedule.



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- Requests to work overtime or use leave balances (i.e., sick, vacation, compensatory time, administrative leave, or other types of leave) must be pre-approved by the teleworker's supervisor in the same manner as when working in the office.
- Teleworkers will code all hours spent teleworking as TLC on their bi-weekly timesheets. Time worked at their primary work location will be coded as REG.

General Provisions

- This teleworking assignment is entirely voluntary and may be terminated by the employee or the County at any time. Departments will not terminate teleworking agreements for arbitrary or capricious reasons.
- Teleworkers will be accessible during the agreed-upon work hours, regardless of telework location, and/or as may be defined by the teleworker and his/her supervisor. The teleworker will provide a contact number to his/her supervisor, as well to other essential Departmental staff.
- Teleworkers remain obligated to comply with all County rules, policies, procedures and other terms and conditions of employment.
- Employee salary, retirement, benefits, and County-sponsored insurance coverage will remain unchanged during telework.
- Employee must accurately report all teleworking hours worked. Employees and their supervisor remain obligated to comply with all County of Santa Barbara rules, regulations, policies, procedures, MOU provisions, and the Fair Labor Standards Act (FLSA).
- Tax implications related to the home work space are the responsibility of the employee. Teleworkers are advised to discuss any issues with their tax advisor.

Safety, Security & Liability

- The employee remains liable for injuries to third persons and members of the employee's family on the employee's premises. The County is not liable for damage to the employee's real property.
- Employee is responsible for designating a work space for the installation of equipment to be used while teleworking. Employee agrees to maintain the space in a safe condition, free of hazards and other dangers to employee and County equipment, and in a manner conducive to performing the work assigned while teleworking. Teleworkers will be responsible for the ergonomics of their remote offices.
- Employee will take all precautions necessary to secure privileged/confidential information and prevent unauthorized access to any County systems or data.
- In the case of job-related accidents or injuries that occur during teleworking, employees agree to allow an immediate inspection by the County as well as follow-up inspections and investigations at the teleworking site as needed.

Equipment & Supplies

- Equipment provided by the County for the purpose of facilitating teleworking may be used: 1) only at the regular telework location noted above; 2) only by employee; and 3) only for County business. The County's Acceptable Use Policy is fully applicable to teleworking arrangements.
- The employee is responsible for maintaining and repairing employee-owned teleworking equipment at personal expense and on personal time. The County is not responsible for such unless other arrangements are approved in advance.



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- Equipment and materials provided by the County for use at the teleworking location remain the property of the County. The County is responsible for maintaining, repairing, and replacing County-owned equipment issued to teleworkers. In the event of equipment malfunction, the teleworker must notify his/her supervisor immediately. Teleworkers must take the necessary steps and precautions to safeguard County equipment and materials.
- In the event of any delay in repair or replacement of County equipment, or other circumstances that would make it impossible for employee to telework, Departments may assign other work, request that employees be moved to another work location, or request that employees return to his or her primary work location.
- Employees will “check out” all supplies needed for the teleworking assignment by contacting the appropriate office staff.

Employee has received the following County equipment to support telework:

Item:	Item:
Item:	Item:
Item:	Item:

Expenses

- Teleworking expenses not specifically covered in this agreement will be dealt with on a case-by-case basis between the employee and the Department.
- Only travel specifically authorized by the teleworker’s supervisor will be considered business travel eligible for reimbursement. Reimbursement for such will be in accordance with County policy.
- The County will not pay for, or reimburse, the following expenses:
 - Utility costs associated with the use of electronics.
 - Costs associated with the occupation of the home/offsite work location.
 - Travel expenses associated with commuting to an employee’s primary office location.
 - Out-of-pocket expenses for supplies that are regularly available at the County office (unless approved in advanced and in writing).

Employee Acknowledgement

By my signature below I acknowledge that I have read, understand and agree to all terms and conditions of this Agreement.

Employee Name:

Employee Signature:

Date:

Supervisor Name:

Supervisor Signature:

Date:



County of Santa Barbara

COVID-19 Telework Task Assignment

Employee Name:	
Department:	
Date Assigned:	
Assigned By:	

Schedule

Days:	Mon ___	Tue ___	Wed ___	Thu ___	Fri ___	Sat ___	Sun ___
Hours (am- pm):	_____	_____	_____	_____	_____	_____	_____

Tasks Assigned

1.	Task:		Deadline:	
	Deliverable:		Completed:	
2.	Task:		Deadline:	
	Deliverable:		Completed:	
3.	Task:		Deadline:	
	Deliverable:		Completed:	
4.	Task:		Deadline:	
	Deliverable:		Completed:	
5.	Task:		Deadline:	
	Deliverable:		Completed:	

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____