

	<p><b>Telework and Flex Arrangements</b></p> <p><i>Adopted on: 08/09</i></p>
<p><b>Last Revision Date: 12/02/2024</b></p>	<p><b>Policy No. 4.312</b></p>
<p><b>County Manager Approved</b></p>	<p><b>Developer/Reviewer:</b> <b>Division of Human Resources</b></p>

**1. Purpose**

This policy outlines the requirements necessary for Sedgwick County employees to telework or flex schedule. Telework arrangements may be made at the request of the organization, the employee or to specifically address health and safety issues. All telework or flex schedule arrangements must support the business needs of Sedgwick County. All other Personnel Policies and Procedures will apply.

**2. Scope**

This policy applies to all employees with the exception of employees in the Office of the District Attorney, the Sheriff’s Office and Election Poll workers. This policy does not in any way constitute an employment contract.

**3. Policy Statement**

- A. Division/Department Directors and Elected/Appointed Officials may establish telework or flex schedule arrangements and are encouraged to give consideration to all reasonable requests and consider telework or flex scheduling when it is a practical approach to meet business needs given specific circumstances.
  
- B. Each Division/Department Director or Elected/Appointed Official, in consultation with the immediate supervisor, will determine if the duties of a position can be performed outside of the official worksite or position schedule. The Division/Department Director or Elected/Appointed Official has discretion to establish criteria to determine telework or flex schedule eligibility. Not all employees in qualified positions will be eligible. In addition to whether or not the job duties can be performed remotely or during different hours, requests will be considered on an individual basis to determine if the employee has the necessary skills, abilities and reliability to telework or flex.
  
- C. All employees should be treated equitably in implementing telework or flex scheduling arrangements.

- D. Telework or flex schedule requests may be denied and, once implemented, may be modified or terminated by the Division/Department Director or Elected/Appointed Official. Decisions to deny requests or to terminate telework or flex arrangements must be based on business needs or individual performance and documented in writing. A reasonable amount of notice will be given to the employee when arrangements are modified or terminated to allow for the employee to make necessary arrangements to return to the work site or return to their position schedule.
- E. Employees that are teleworking or working a flex schedule should avoid causing burden for those working in-person or their position schedule. All employees are expected to perform their entire scope of duties, regardless of location or work hours.
- F. Teleworking and flex scheduling employees shall continue to receive compensation and benefits as if their duties were performed at the official worksite.
- G. Teleworkers who are not exempt from overtime requirements of the Fair Labor Standards Act are required to record all hours worked in the timekeeping system. Employees who are teleworking must report all absence time to their supervisor and the time must be recorded on the timesheet according to County Time and Leave Reporting policy (4.4001).
- H. Employees will receive shift differential pay only when the shift differential requirements outlined in the Wage & Salary policy (4.2001) have been met. An employee choosing to flex schedule into a different shift is not eligible.
- I. Employees who telework or work under a flex schedule are responsible for being aware of this policy and for adherence to all guidelines outlined in the policy.

#### 4. Definitions

- A. **Telework** – A work arrangement that allows employees to perform their normal duties and satisfy the responsibilities of their positions from home or other location apart from the official worksite. Division/Department Directors or Elected/Appointed Officials may define and use telework schedules that best meet their business needs.
- B. **Telework criteria** – Criteria determined by the division/department in order to approve telework arrangements. Criteria is based on the business needs of the organization. Consideration may also be given to the employee’s skills, abilities and reliability.
- C. **Flexible work schedule** – A work schedule other than an employee’s normal work week that has been approved by the supervisor and established in the timekeeping system.
- D. **Infant at work**- Approval to work in office or telework while caring for a non-crawling infant under 6 months of age.
- E. **Parent**- A legal guardian, or a biological, adoptive, or foster parent.

## 5. Procedures

### A. Teleworking

1. Employees seeking to telework will complete Part I of the Telework Assessment and Agreement Form and submit it to their Supervisor for review. The Supervisor will review the form to determine eligibility of the employee.  
If the Supervisor determines the employee is eligible, the Supervisor and Employee will fill out Part II of the Telework Assessment and Agreement Form. The completed form will be submitted to the Department/Division Director or Elected/Appointed Official for approval. The completed form will be retained in the department personnel file.
2. Teleworkers and their supervisors will determine a work schedule. Failure to comply with work schedules may result in discipline. Teleworking employees are expected to attend all required meetings via the County's standard remote video meeting platform and must remain available to attend in person meetings as required. Flexible scheduling is addressed below.
3. Supervisors should communicate performance and productivity expectations. An activity log should be distributed to each employee or an alternative for how productivity should be tracked should be established and monitored.
4. Employees should maintain frequent communication with their immediate supervisors by telephone, video and/or email unless another communication schedule is specified. The goal is to communicate at a frequency consistent with employees working in the office.
5. Positions that would not normally be granted a cell phone allowance based on job responsibilities will not be issued an allowance for telework purposes.
6. Sedgwick County employees are required to perform their work within the State of Kansas on a routine and regular basis regardless if they work on-site or telework.
7. Employees must routinely and regularly telework from the location designated on their approved telework agreements. A telework location may only be changed with the submission and approval of an updated agreement. Official worksite locations will be listed as the Sedgwick County worksite to which employees report to or from which their assignments are made.
8. Employees will not hold meetings with other county employees, clients, vendors or partners at their private residence.
9. Tax and other legal implications for the business use of an employee's home will be based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this regard rest solely with the employee.
10. Employees entering into telework arrangements may be required to forfeit use of their personal offices or work stations in order to maximize organizational office space needs. The Division/Department or Elected/Appointed Office will provide a suitable, drop-in/shared work space for employees to utilize when/if they are unable to work from their approved remote locations.
11. Division/Department Directors and Elected/Appointed Officials, or the immediate supervisor, will determine the appropriate equipment needs for each position approved to telework. If authorized to utilize Sedgwick County equipment, dual setups will not be provided. Employees are expected to exercise a standard of

- reasonable care with regard to County equipment and property. Upon separation of employment all Sedgwick County equipment and property must be returned.
12. An inventory list of Sedgwick County property taken from the official worksite to the employee's telework site should be kept. Upon cessation of the telework arrangement or the employee's separation, the inventory list should be reviewed to verify that all property was returned.
  13. Supplies needed by the employee should also be inventoried monthly to indicate supplies received and used during that period.
  14. Supervisors are responsible for determining that each employee engaging in telework has access to the internet, a video connection and a telephone. Employees are responsible for providing this equipment. Employees who do not have access to this equipment will not be permitted to telework. Employees experiencing technical issues will be required to report to the on-site work area if the issues are not resolved within one hour.
  15. Division/Department Directors and employees are responsible for the security of Sedgwick County property and information. The Directors should discuss all HIPAA or other privacy policies with employees to ensure compliance before a telework arrangement begins and work with employees to develop secure systems for potentially sensitive documents or other materials.
  16. Electronic files should not be sent via personal email account or stored on a personal computing device.
  17. Teleworkers must address issues of their own personal safety while teleworking. Employees should notify their supervisor of injuries in accordance with worker's compensation procedures.
  18. Employees who have minor children in the home during their scheduled work hours may be responsible for the children while working as long as the children do not require a level of care that prohibits work productivity. The same guidelines apply if an employee is responsible for an adult that requires care during scheduled work hours.
    - a.) In order to care for a non-crawling infant under 6 months of age, the employee must complete a department or Sedgwick County approved Infant at Work application.

#### B. Flex Scheduling

1. The supervisor and employee will agree on the employee's work schedule. Failure to comply with work schedules may result in discipline. Flexible scheduling will be at the discretion of the supervisor and established in the timekeeping system.
2. Supervisors should communicate performance and productivity expectations. An activity log should be distributed to each employee or an alternative for how productivity should be tracked should be established.
3. The supervisor may require the employee to submit the Flex Scheduling Agreement Form for their review to determine eligibility of the employee and document expectations in writing. The completed form should be submitted to the Department/Division Director or Elected/Appointed Official for approval. The completed form should be retained in the department personnel file.

4. Employees working a flex schedule are expected to attend all required meetings. Employees and supervisors will determine how to arrange the employee's schedule to make this possible.