

**C-21 MOBILEWORKER,  
TELEWORKING AND  
HOTELING POLICY**



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21.1.0 PURPOSE

- 21.1.1 To allow for flexibility in employee work locations while reducing costs, maintaining or enhancing County service and productivity levels.
- 21.1.2 Advances in technology have made it possible for employees to access information, manage files and complete transactions remotely, which makes it possible for County managers and employees to work in ways they never could before. As financial pressures continue to challenge our ability to provide services, the County must explore all opportunities to improve efficiency and productivity. Further, creating a County workforce capable of working from remote or alternative locations will make the County better prepared to continue delivering services if an emergency requires staff to perform duties at alternative sites.

21.2.0 POLICY

- 21.2.1 The Board of Supervisors authorizes teleworking programs to be implemented in County departments when operations or business necessity permits. When authorized, a County employee may participate in a teleworking program and shall comply with all County and department policies, ordinances, practices, work assignments and instructions as directed by the Appointing Authority.
- 21.2.2 Management Retains the Right to Determine Eligibility for Teleworking
- A. Not all positions/classifications are suitable for a Teleworking Program. The determination of an employee's ability to Telework is exclusively at the County's discretion. Teleworking is not an employee right, but rather, is available to those employees who work in positions wherein the County has determined it is beneficial and/or consistent with operational business needs. Teleworking does not change the basic terms and conditions of employment with the County.
- 21.2.3 Teleworking may be modified or revoked by the County at any time. Whenever practical, the County shall give five (5) calendar days' notice when revoking or modifying a telework arrangement.
- 21.2.4 An employee who is authorized for telework shall use his/her working hours to perform County work. Teleworking arrangements do not substitute for dependent care or the use of any leave accruals. Employees shall ensure dependent care requirements are addressed and arrangements are in place so as not to interfere with the employee's work.
- 21.2.5 Work done on behalf of the County at the telework site is considered official County business. Products, documents and records used by/or developed while teleworking shall remain the property of the department and the County and are subject to department and County rules regarding confidentiality, disclosure, and records retention requirements.

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- 21.2.6 Non-FLSA exempt (hourly) employees are required to perform work duties within an established schedule and shall adhere to scheduled rest and meal breaks. An employee authorized to telework may not alter his/her work schedule or work additional hours beyond his/her authorized hours without prior written authorization. FLSA exempt employees may be required to work core hours, as directed by the Appointing Authority.
- 21.2.7 Teleworking which occurs at the employee's home may increase the employee's home utility costs. The employee is responsible for any additional telecommunications or connectivity charges resulting from the teleworking arrangement. The County assumes no responsibility for any operational costs or liability associated with the employee's home residence, including home maintenance, personal office equipment or office furniture, insurance, or utilities.
- 21.2.8 An employee who teleworks shall not bring clients, customers, vendors or other persons into his/her home to conduct County business.
- 21.2.9 An employee authorized to telework on a regular or recurring basis or on a situational basis may be required to come to the County worksite on short notice. The employee shall be provided reasonable notice to return to the office. Such a requirement does not constitute call-back pay. The County shall not reimburse a teleworking employee for mileage when an employee is required to report to the County worksite.
- 21.2.10 Use of sick leave, vacation, compensatory time off (CTO), administrative leave or other absences from work, must be approved in advance and in accordance with department and County policy.

21.3.0 DEFINITIONS

- A. "Appointing Authority" Department Head (or designee).
- B. "Eligible" Refers to the individual employee and the ability for him/her to be considered for a teleworking agreement. (Independent contractors are not eligible for telework).
- C. "Hoteling" When an employee uses a County work space not designated exclusively for his/her own use. Hoteling may be appropriate for an employee who is assigned to work in the field, and who does not have a regular work space assigned to him/her.
- D. "Inspection" Refers to the process whereby a telework alternate worksite or home office location is inspected to determine if Federal Tax Information (FTI) is securely maintained in accordance with State or Federal standards.
- E. "Suitable" Refers to the classification and/or position and/or whether or not the work is well suited for consideration of telework or hoteling.

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F. "Telework" An arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative non-County worksite. Teleworking is generally divided into three types:

1. "Regular Telework" telework occurs as part of an ongoing or regular schedule; or
2. "Situational Telework" telework that is approved on a case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular telework schedule; or
3. "Emergency Telework" telework that occurs during emergencies only. This may include inclement weather, natural disasters, continuity of government and similar situations.

**21.4.0 COUNTY EQUIPMENT**

21.4.1 Solano County may, at its discretion, provide teleworking equipment such as a computer, laptop, tablet, cell phone, printer or supplies. Any equipment/supplies provided by the County will remain the property of the County and will be returned to the County upon request. An employee shall promptly report any malfunction of County equipment which may interrupt his/her ability to complete work duties.

21.4.2 Employees using County-provided teleworking equipment must be able to independently transport and set-up the equipment at their telework site.

21.4.3 All County policies and procedures and departmental policies and procedures involving County equipment apply to employees using County equipment at the telework or hoteling worksite.

21.4.4 The County will provide for repairs to County equipment through an authorized vendor.

21.4.5 An employee may be subject to disciplinary action for damage caused by negligence, intentional damage or damage resulting from a power surge if no surge protector is used, or as a result of other negligent action.

**21.5.0 COMPUTER SECURITY**

21.5.1 The Department of Information Technology (DoIT) shall maintain a list of resources, required security guidelines, and a self-assessment checklist for employees to use to help secure their home computer. It is expected that teleworker or mobile worker access to County applications will utilize Citrix. Requests for VPN connectivity will be reviewed by DoIT on a case-by-case basis and may not be approved.

21.5.2 An employee authorized to telework who uses his/her personal computer is responsible for following all security guidelines including data encryption and password

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policies, and ensuring software and applications are currently updated with security patches, maintaining a personal firewall and updated anti-virus and anti-spyware programs, and keeping their operating system configured securely.

- 21.5.3 County records saved on an employee's individual computer may subject an employee to records release and search laws. As such, County employees shall not save any County records on personal computers or transmit County records via personal email accounts.
- 21.5.4 Employees are required to ensure the integrity and confidentiality of all information and take steps to ensure County, confidential, Federal Tax Information (FTI) or other Personal Identifying Information (PII) is not viewed or available to non-County employees. Only employees are allowed access to confidential information in County accessible data base applications. It is an expectation that all employees will assume the responsibility of reviewing the policy with the members of their household to ensure that the security of the data is maintained.

Employees must follow security best practices, including the following basic privacy controls:

- A. Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secured in their work area at the end of the day and when they are expected to be gone for an extended period. Hard copy materials are secured when they are locked in a storage area (such as a desk or file cabinet) and locked in a room.
- B. Computer workstations must be locked when workspace is unoccupied.
- C. All computers, electronic media and removable media containing FTI, including non-agency-owned/personally-owned devices (e.g., desktop, laptop, smart phone, tablet equipment, etc.), must adhere to the County's policy for the security of alternative work sites. This includes but not limited to: adhering to the requirements for maintenance and data back-up (e.g., shutting down computer) and not leaving device(s) unprotected or unsecured at any time (e.g., absences while employees are away from the device).
- D. Any Restricted or Sensitive information, including FTI or PII, must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the work day.
- E. File cabinets containing Restricted or Sensitive information, including FTI or PII, must be kept closed and locked when not in use or when not attended.
- F. Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.

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- G. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
  - H. Whiteboards containing Restricted and/or Sensitive information should not be visible to passersby and must be erased when unattended.
  - I. Lock away portable computing devices such as laptops and tablets.
  - J. Treat mass storage devices such as CD-ROM, DVD or USB drives as sensitive and secure them in a locked drawer.
  - K. Employees shall not print FTI information, unless he/she can do so in a secured fashion in compliance with Internal Revenue Service (IRS) Publication 1075 guidelines.
  - L. Hard copy documents containing FTI information which are to be discarded shall be shredded in accordance with IRS Publication 1075 guidelines.
- 21.5.5 Any time Federal Tax Information (FTI) is transported from one location to another, care must be taken to provide appropriate safeguards. When FTI is hand-carried by an individual in connection with a trip or in the course of daily activities, it must be kept with that individual and protected from unauthorized disclosures. All computers and mobile devices that contain FTI and reside at an alternate work site must employ encryption mechanisms to ensure that FTI may not be accessed if the computer is lost or stolen. The department will utilize Mobile Device Management security software to monitor, manage and secure employees' mobile devices.
- 21.5.6 Employees who have access to FTI shall be required to undergo periodic home inspections during normal working hours to ensure the security of the FTI. Such home inspections shall be documented, including diagrams or pictures of location, and may be unannounced. Home inspections shall be conducted in accordance with IRS Publication 1075 guidelines, or as necessary, to address potential security violation. Results of home inspections shall be documented and maintained by the department performing the home inspection.
- 21.6.0 WORKPLACE SAFETY
- 21.6.1 The Department of Human Resources, Risk Management Division, shall provide a Safety Checklist for employees to use when teleworking to help ensure a safe and productive work environment. (See Attachment A)
- 21.6.2 An employee authorized to telework shall be responsible for following all guidelines provided in the Safety Checklist.

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21.7.0 TELEWORKING AGREEMENT

21.7.1 An employee who is authorized to telework must complete a MobileWorker, Teleworking and Hoteling Agreement, Attachment B, and if approved by the Appointing Authority, the MobileWorker, Teleworking and Hoteling Agreement will be signed. The MobileWorker, Teleworking and Hoteling Agreement details the expectations of the employee authorized to Telework, including, but not limited to:

- A. Productivity standards;
- B. Employee responsibilities for adherence to all laws, rules, policies, procedures, regulations;
- C. Schedule and timekeeping requirements;
- D. Compliance and security requirements for equipment, sensitive or confidential data;
- E. A listing of equipment provided to employee, its proper use and maintenance of County equipment;
- F. Reporting of injuries and other required safety measures;
- G. Acknowledging that the teleworking arrangement can be terminated or modified by the County at any time;
- H. Verification that County Information and Technology Security Standards are met; and
- I. Verification that the County's Safety guidelines provided in the Safety Checklist, Attachment A, are met and adhered to.

21.8.0 CRITERIA FOR HOTELING

21.8.1 The Appointing Authority or designee who wishes to participate in hoteling between an alternate County facility(ies) must demonstrate the type of work is suitable to an employee working between varying County facilities and that there is sufficient workspace and necessary equipment available at the alternate County facility(ies) to perform the duties of the position.

- A. The work can be performed from a remote or alternative County location;
- B. The work can be performed without negatively impacting service delivery;
- C. Supervisors and managers are trained to handle work situations arising from supervising remote workers;
- D. There is a clear way to measure the work the employee completes;

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- E. The alternate work site is suitable for the type of work to be performed;
- F. Sensitive and/or confidential data is reasonably protected and not placed at a higher risk because of the telework arrangement; and
- G. The Department has the ability to provide the necessary tools and equipment to the employee which are necessary for the employee to be able to perform the work.

21.8.2 An employee's participation in a hoteling work arrangement, where he/she is not assigned to a designated work station, is not necessarily voluntary.

21.9.0 GENERAL TELEWORK REQUIREMENTS

21.9.1 Employees wishing to telework must:

- A. Have passed an initial probationary period;
- B. 1) Not be under investigation,  
2) not have been subject to pending or final disciplinary or corrective action within the past three years, and  
3) must not be on a performance improvement plan.
- C. Possess the knowledge to be able to perform the assigned work duties without direct supervision; and
- D. Be self-directed, have the ability to prioritize, and have a history of reliable and responsible discharge of work duties.

21.9.2 The following types of tasks/duties are generally not suitable for regular telework:

- A. Jobs that require frequent face-to-face customer, co-worker/stakeholder contact, which occur at specific County office locations;
- B. Law enforcement;
- C. Jobs that require specialized equipment;
- D. Jobs that require highly confidential work that cannot be adequately secured working offsite;
- E. Jobs that focus on maintaining County facilities or equipment;

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- F. Jobs that require resources located at the employee's primary work location and are of such a nature that they can't easily be removed or taken home as they will negatively impact operations.

**21.10.0 CRITERIA FOR REGULAR TELEWORK**

21.10.1 The County Department Head shall determine if he/she wishes to establish a teleworking arrangement in his/her Department. Prior to establishing a telework program, he/she must demonstrate:

- A. The work can be performed from a remote or alternative non-County location;
- B. The work can be performed without negatively impacting service delivery;
- C. Supervisors and managers are trained to handle work situations arising from supervising remote workers;
- D. There is a clear way to measure the work the employee completes;
- E. The alternate work site is suitable for the type of work to be performed;
- F. Sensitive and/or confidential data is reasonably protected and not placed at a higher risk because of the telework arrangement; and complies with the security requirements of IRS Publication 1075, including worksite inspections; and
- G. The Department has the ability to provide the necessary tools and equipment to the employee which are necessary for the employee to be able to perform the work.

**21.11.0 CRITERIA FOR SITUATIONAL TELEWORK**

21.11.1 The Appointing Authority may establish the advance notice requirements for authorizing situational telework. Generally speaking, sufficient notice should be provided to ensure the employee understands the outcomes/work product he/she is responsible for completing during the period of the situational telework. Further, the Appointing Authority must be able to establish the employee has the necessary equipment and tools to complete his/her assignment(s) and communication protocols have been established for checking back with his/her supervisor and or customers, as necessary.

**21.12.0 CRITERIA FOR EMERGENCY TELEWORK**

21.12.1 Emergency telework is infrequent or rare and approval is limited. The Appointing Authority or designee may authorize emergency telework for inclement weather when circumstances warrant only if the employee has access to his/her work via the necessary tools (such as through VPN or Citrix) to be able to perform meaningful work. For all other



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circumstances of emergency work, the criteria shall be established by the County Administrator or designee.

**21.13.0 PROCEDURE FOR TELEWORK**

21.13.1 No employee may telework without written approval of the Appointing Authority or his/her designee.

21.13.2 A regular MobileWorker, Teleworking and Hoteling Agreement, Attachment B, may be initiated by the County or by an employee; however, no employee shall be forced to work from his/her home on a regular or recurring basis. Hoteling, situational or emergency teleworking arrangements may be initiated by the County or by the employee. Emergency teleworking for inclement weather may be authorized by the appointing authority; however, emergency teleworking for natural disasters, continuity of government or other similar situations, shall be authorized at the discretion of the County Administrator or designee.

21.13.3 A MobileWorker, Teleworking and Hoteling Agreement, Attachment B, must be signed for regular or situational telework or hoteling.

21.13.4 When emergency teleworking is approved, written authorization detailing the dates of the approval of emergency telework and clear expectations must be communicated to the employee.

21.13.5 Home office

A. Employee shall review and complete a Safety Checklist, Attachment A, to help ensure a safe and productive work environment. Upon completion, employee should send a signed authorization and MobileWorker, Teleworking and Hoteling Agreement to Human Resources and a copy shall be placed in the employee's personnel file.

**21.14.0 MANAGEMENT RESPONSIBILITIES**

21.14.1 Determine positions appropriate for telework or hoteling.

21.14.2 Approve performance standards and expectations for an employee authorized to telework or hotel at other County work locations.

21.14.3 Ensure adherence to work standards and County or department policies, procedures, work rules, and laws and regulations.

21.14.4 Maintain efficient and effective work operations and ensure that authorized telework agreements do not interfere, disrupt or have any negative effects or consequences to County operations.

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21.14.5 Ensure supervisors and managers are provided opportunities and are trained to sufficiently supervise an employee authorized to telework remotely from their primary work location.

21.14.6 Ensure adequate resources are provided to an employee authorized to telework.

21.14.7 Determine which positions are appropriate for hoteling and how to best allocate space.

**21.15.0 SUPERVISOR RESPONSIBILITIES**

21.15.1 Appropriately assess an employee's readiness and ability to telework or hotel.

21.15.2 Review requests for teleworking and outline performance expectations.

21.15.3 Monitor the work environment for, and report to management, any negative effects or consequences resulting from approved telework agreements.

21.15.4 Establish performance standards and expectations for an employee authorized for telework.

21.15.5 Provide effective means of communication to teleworking employee.

21.15.6 Ensure adherence to work standards and County or department policies, procedures, work rules, and laws and regulations.

21.15.7 Maintain efficient and effective work operations and ensure that authorized telework agreements do not interfere, disrupt or have any negative effects or consequences to County operations.

21.15.8 Establish and maintain appropriate methods of communication.

**21.16.0 EMPLOYEE RESPONSIBILITIES**

21.16.1 Sign and adhere to County MobileWorker, Teleworking and Hoteling Agreement, Attachment B.

21.16.2 Secure computer systems in accordance with County guidelines of County records so that confidentiality is maintained.

21.16.3 Secure and arrange work space to protect confidentiality of County records and to maintain a safe work environment.

21.16.4 Make appropriate childcare or other dependent care arrangements to ensure distractions do not exist to interfere with performing County duties.

21.16.5 Adhere to all County policies, rules and procedures.

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21.16.6 Update and maintain correct contact information.

21.16.7 Successfully meet County performance standards.

21.16.8 Properly store and maintain County issued equipment.

21.17.0 REFERENCES

Attachment A – Safety Checklist

Attachment B – MobileWorker, Teleworking and Hoteling Agreement

Attachment C – Alternate Worksite Inspection Checklist

Information Technology Security Policy

Internal Revenue Service Publication 1075

21.18.0 AMENDMENTS

21.18.1 The Director of Human Resources, with concurrence of the County Administrator and County Counsel, is authorized to make amendments, except to Section 21.2, Policy.

# SAFETY CHECKLIST



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The following checklist is recommended for use by each teleworker in organizing an alternate work site. The telecommuter should review this checklist with his/her supervisor prior to the start of telework, and they are encouraged to work together to ensure the safety of the alternate work site.

## Work Site

<input type="checkbox"/>	Teleworker has a clearly defined work space that is kept clean and orderly.
<input type="checkbox"/>	The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
<input type="checkbox"/>	Exits are free of obstructions.
<input type="checkbox"/>	Supplies and equipment (both departmental and employee-owned) are in good condition.
<input type="checkbox"/>	The area is well ventilated and heated.
<input type="checkbox"/>	Storage is organized to minimize risks of fire and spontaneous combustion.
<input type="checkbox"/>	All extension cords have grounding conductors.
<input type="checkbox"/>	Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
<input type="checkbox"/>	Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.
<input type="checkbox"/>	Surge protectors are used for computers, fax machines, and printers.
<input type="checkbox"/>	Heavy items are securely placed on sturdy stands close to walls.
<input type="checkbox"/>	Computer components are kept out of direct sunlight and away from heaters.

## SAFETY CHECKLIST



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### Emergency Preparedness

- Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work site.
- A first aid kit is easily accessible and replenished as needed.
- Portable fire extinguishers are easily accessible and serviced as needed.
- An earthquake preparedness kit is easily accessible and maintained in readiness.

### Ergonomics

- Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body, in conformance with County guidelines.
- "Office Ergonomic Tips" and "Video-Ergo-Setting up your Work Station" are available for easy reference on the Risk Management intranet site. Please visit: <http://webstart/depts/hr/divisions/risk/ergonomics.asp>

### Work-Related Injuries/Illnesses

- 1) In case of a work-related injury, keep this number handy: Athens Nurse Triage: 844-332-5239
- 2) Call your supervisor to notify of the injury
- 3) Injured Worker Protocol is available at [http://webstart/depts/hr/divisions/risk/workers\\_compensation/default.asp](http://webstart/depts/hr/divisions/risk/workers_compensation/default.asp)
- In the event of a life-threatening injury, call 911 immediately.***

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**This Agreement specifies the conditions applicable to an arrangement for performing work at an approved alternate non-County workplace and incorporates herein, agreement to adhere to the all provisions specified in the County's MobileWorker, Teleworking and Hoteling policy. I understand that all obligations, responsibilities, terms and conditions of employment with the County remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement and within the County's MobileWorker, Teleworking and Hoteling Policy. I understand this Agreement does not provide an ability to alter/modify my hours of work without prior written approval nor does it allow for overtime to be worked without advanced approval from my supervisor.**

1. EMPLOYEE (Last Name, First, Middle Initial):	2. CLASSIFICATION:
3. DEPARTMENT:	4. SUPERVISOR (NAME/CONTACT):
5. REGULARLY ASSIGNED WORKSITE:	6. APPROVED ALTERNATE WORKSITE ADDRESS:
7. ALTERNATE WORKSITE OR CELL PHONE #:	8. APPROVED HOTELING WORKSITE:
9. TYPE OF TELEWORK ASSIGNMENT:  <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL  Assignment:	10. TELEWORK ARRANGEMENT EFFECTIVE DATE:  START: (MM/DD/YYYY)  END: (MM/DD/YYYY)
11. TELEWORK ARRANGEMENT  Regular and Recurring Telework Schedule: _____ Number of Days per week or Pay Period _____ Days of the Week (e.g. Mon, Wed, Fri)	
12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS  All County employees are emergency/disaster workers and may be expected to telework in emergency/disaster situations pursuant to County Policy. Employees may be required to work from home during any 1) natural disaster, 2) a pandemic; or 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., earthquake, act of terrorism, etc.) Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick).	

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<p>13. EQUIPMENT/SUPPLIES</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">County Assigned</th> <th style="width: 20%; text-align: center;">Personal</th> </tr> </thead> <tbody> <tr> <td>LAPTOP</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>DESKTOP</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>PDA</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>CELL PHONE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>OTHER: _____</td> <td></td> <td></td> </tr> </tbody> </table>		County Assigned	Personal	LAPTOP	<input type="checkbox"/>	<input type="checkbox"/>	DESKTOP	<input type="checkbox"/>	<input type="checkbox"/>	PDA	<input type="checkbox"/>	<input type="checkbox"/>	CELL PHONE	<input type="checkbox"/>	<input type="checkbox"/>	OTHER: _____			<p>14. ACCESS:</p> <p><input type="checkbox"/> VPN</p> <p><input type="checkbox"/> CITRIX</p> <p><input type="checkbox"/> OTHER:</p>
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OTHER: _____																			
<p>15. DUTIES/EXPECTATIONS/PRODUCTIVITY STANDARDS:</p>     																			
<p>16. COMMUNICATION EXPECTATIONS:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee will return calls from the office within _____ minutes</li> <li><input type="checkbox"/> I agree to provide updated contact information (both personal and/or cell phone numbers) to my supervisor.</li> <li><input type="checkbox"/> Specify: back-up and emergency contacts plans, when and how often calls/emails/communication are to be returned, during what time frames, and how (phone, text, e-mail, Skype, fax, etc.).</li> </ul> <p>Other: _____</p>																			
<p>17. HOME INSPECTION &lt;REQUIRED FOR EMPLOYEES WITH ACCESS TO FTI&gt;</p>   <p style="text-align: center;">COMPLETED SAFETY CHECKLIST, ATTACHMENT A</p>																			
<p>18. DAYCARE/DEPENDENT CARE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have dependents, but I have arranged care either inside/outside of the home and verify that my dependent care responsibilities will be conducted by someone other than me when I am working and at work and will not interfere with my work responsibilities.</li> <li><input type="checkbox"/> I do not have dependents who reside in the home.</li> </ul>																			

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**19. AGREEMENTS:**

I agree with and understand the following:

- To remain accessible during designated work hours and understand that management retains the right to modify or revoke this Agreement on a temporary or permanent basis.
  - To use County-owned records, and materials for purposes of County business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure.
  - Use of County-owned equipment for incidental personal use, shall not interfere with the business use of the equipment.
  - To report to the supervisor instances of loss, damage, or unauthorized access, use, destruction, loss, theft, or disclosure at the earliest opportunity.
  - To return County equipment, records and materials within 5 calendar days of termination of this agreement.
  - That all equipment, records and materials provided by the County shall remain the property of the County. Include an inventoried list of all County equipment to be used including serial numbers or other identifying characteristics (e.g., model numbers).
- 
- It is important to maintain a safe and secure working environment.
  - I am responsible for arranging the approved off-site workspace in an ergonomically sound manner and that I am able to request ergonomic assistance through my supervisor and/or chain of command.
  - To report any work-related injuries to the supervisor at the earliest opportunity.
  - To hold the County harmless for injury to others at the alternate workplace.
  - My personal vehicle will not be used for County business unless authorized by the supervisor.
  - Any costs and expenses arising from the conduct of County business in my personal home (e.g. electricity, heat, water, connectivity/computer related charges) is paid at the employee's expense.
  - I will maintain auto liability insurance in accordance with the County's policy.
  - I am responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.
  - The County is not obligated to approve a proposal for a teleworking work agreement for any employee. The decision is at the sole discretion of my department head or designee.
  - This agreement and work schedules are subject to ongoing review and may be subject to modification or termination at any time based on performance concerns or business needs.
  - When practical, generally, a minimum of 5 days' notice will be given before ending or changing a teleworking arrangement.
  - I am responsible for adhering to all State, Federal, County and Department rules, policies, regulations and laws.
  - That I may have to come into the office on an assigned telework day.
  - I am responsible for the cost to travel/commute to the office.
  - I am responsible for maintaining county equipment/materials entrusted to my care.
  - I have been trained and am aware of my responsibilities as it relates to FTI information, including the access to, storage and destruction of materials (for employees with access to FTI information only).
  - County equipment and supplies will be used for County business purposes.
  - I shall not bring clients, customers, vendors or other persons into my home to conduct County business.
  - I understand I am subject to alternate worksite/home office inspections. (for employees with access to FTI information only)
  - All documents, including emails, correspondence, memos etc., that employee sees, sends,



**MOBILEWORKER,  
TELEWORKING AND  
HOTELING AGREEMENT**



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receives, reviews etc., while working for the County belong solely and exclusively to the County. When employee separates employment with the County, employee is required to return all such emails, correspondence, memos etc., with the County. If employee fails to comply with this agreement, employee agrees that the County is entitled to entry of an injunction or specific performance or conversion order in a Court of competent jurisdiction requiring employee to return any such documents.

I hereby affirm by my signature that I have read this MobileWorker, Teleworking and Hoteling Agreement, and understand, agree to, and will abide by all of its provisions.

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Employee Print Name	Employee Signature	Date
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Approved by:

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Print Name	Department Head/Designee Signature	Date
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Rescinded by:

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Print Name	Department Head/Designee Signature	Date
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**ALTERNATE WORKSITE  
INSPECTION CHECKLIST**



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**Prepared by: (Insert Name)**

**Date: (Insert Date Completed)**

**Employee Name:**

**Alternate Worksite Address Inspected:**

**Photographs/Diagram: (Attach)**

**Equipment: Computer/Laptop: Personal \_\_\_\_\_ County issued: \_\_\_\_\_**

**Serial Number: \_\_\_\_\_**

**Printer: Personal \_\_\_\_\_ County issued: \_\_\_\_\_**

**Serial Number: \_\_\_\_\_**

**INSTRUCTIONS**

Agencies are required to conduct home inspections as part of their compliance with Internal Revenue Service Publication 1075. The following serves as a County internal inspection checklist to identify security procedures and federal security implementation for protecting Federal Tax Information (FTI). Please attach diagram and photographs of alternate worksite inspected. Attach inspection checklist (see policy C-21 MobileWorker, Teleworking and Hoteling Policy).

		<b>Pub 1075 Reference</b>	<b>Pass/ Fail/ N/A</b>	<b>Notes</b>
<b>I</b>	<b>Record Keeping Requirements (Publication 1075 section 3.0) Internal Revenue Code (IRC) Section 6103(p)(4)(A)</b>	<b>Section 3.0</b>		
	<b>Objective:</b> To ascertain that adequate policies, procedures, and systems are in place to identify, store, protect, and track FTI from receipt to destruction.			

**ALTERNATE WORKSITE  
INSPECTION CHECKLIST**



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		Pub 1075 Reference	Pass/ Fail/ N/A	Notes
	A. Is the paper FTI recorded/tracked in accordance with Pub 1075?	<b>Section 3.2</b>		
	B. Is the electronic FTI recorded/tracked in accordance with Pub 1075?	<b>Section 3.2</b>		
	C. Does the agency retain the FTI logs in accordance with Pub 1075?	<b>Exhibit 9</b>		
<b>II</b>	<b>Secure Storage (Publication 1075 section 4.0) IRC Section 6103(p)(4)(B)</b>	<b>Section 4.0</b>		
	<b>Objective:</b> To ascertain adequate security of the building or section of building where the FTI is located.			
	A. Does the physical security provide two barriers to prevent unauthorized access to FTI? (in accordance with Pub 1075 requirements for Minimum Protection Standards (MPS))	<b>Section 4.2</b>		
	B. Does the agency follow the requirements for client access logs in accordance with Pub 1075 for areas containing FTI? Are client logs closed and reviewed at least monthly in accordance with Pub 1075?	<b>Section 4.3</b>		
	C. Are non-AAL clients escorted in accordance with Pub 1075?	<b>Section 4.3.1</b>		
	D. Review physical security and key/comboination/electronic controls and verify they are in accordance with Pub 1075.	<b>Section 4.3.3</b>		
	E. Are records on key/comboination/electronic access cards maintained in accordance with Pub 1075?	<b>Sections 4.3.2 4.3.4</b>		

**ALTERNATE WORKSITE  
INSPECTION CHECKLIST**



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		Pub 1075 Reference	Pass/ Fail/ N/A	Notes
	F. Is FTI safeguarded in accordance with Pub 1075 when in transit (offsite storage, other offices, etc.)?	<b>Sections 4.4 4.7</b>		
	G. Is the FTI, sent to an offsite storage facility, protected from access by unauthorized individuals at all times? (If the answer is no, offsite storage facility must be reviewed.)	<b>Section 4.6</b>		
	H. Does the agency retain ownership and control of all hardware, software and end-point equipment receiving, storing, processing or transmitting FTI? If the answer is no, is the agency using Virtual Desktop Infrastructure (VDI)?	<b>Sections 4.7.1 9.4.13</b>		
<b>III</b>	<b>Restricting Access (Publication 1075 section 5.0) IRC Section 6103(p)(4)(C)</b>			
	<b>Objective:</b> To determine whether access to FTI is adequately controlled and restricted.			
	A. Is access to FTI restricted to only authorized personnel who have a need to know?	<b>Section 5.1</b>		
	B. Is all FTI clearly labeled "Federal Tax Information" in accordance with Pub 1075 (paper and electronic)?	<b>Section 5.1</b>		
	C. Is FTI commingled with other information? Can FTI within agency records be located and separated easily?	<b>Sections 5.2 5.2.1 5.3</b>		

**ALTERNATE WORKSITE  
INSPECTION CHECKLIST**



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		Pub 1075 Reference	Pass/ Fail/ N/A	Notes
	D. Is FTI disclosed to personnel outside of the agency (contractors, other agencies, etc.)? Are the disclosures tracked in accordance with Pub 1075? List personnel/offices (which FTI is disclosed).	<b>Section 5.3</b>		
	E. Are personnel following the agency policy for transmitting FTI via email? (policy in preliminary section)	<b>Section 9.4.3</b>		
	F. Are personnel following the agency policy for transmitting FTI via fax? (policy in preliminary section)	<b>Section 9.4.4</b>		
<b>IV</b>	<b>Disposing Federal Taxpayer Information (Publication 1075 section 8.0) IRC Section 6103(p)(4)(F)</b>	<b>Section 8.0</b>		
	<b>Objective:</b> To determine if FTI is disposed of properly.			
	A. Does the employee destroy paper FTI in accordance with Pub 1075?	<b>Sections 8.3 8.4</b>		
	B. Does the employee destroy electronic FTI in accordance with Pub 1075?	<b>Sections 8.3 8.4</b>		
	C. Does the employee sanitize physical media containing FTI before it leaves the physical or systemic control of the agency?	<b>Section 8.3</b>		
	D. Does the employee ensure FTI is not disclosed during disposal processes?	<b>Section 8.4</b>		
<b>V</b>	<b>Computer System Security</b>	<b>Section 9.0</b>		
	<b>Objective:</b> To determine if computer security requirements are met to adequately protect FTI.			

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		<b>Pub 1075 Reference</b>	<b>Pass/ Fail/ N/A</b>	<b>Notes</b>
	A. Does the employee perform vulnerability assessments in accordance with Pub 1075?	<b>Section 9.3.14.3</b>		
	B. Does the agency require multi-factor authentication for remote access in accordance with Pub 1075?	<b>Section 9.3.1.12 9.3.7.2 9.3.9.4 9.4.13</b>		
	C. Does the agency encrypt FTI in the LAN in accordance with Pub 1075? Provide a description of how the FTI is encrypted.	<b>Section 9.3.16.9 9.3.16.15</b>		
	D. Does the agency follow the process for changes to information systems in accordance with Pub 1075?	<b>Section 9.3.5.3</b>		
	E. Does the agency manage their information accounts in accordance with Pub 1075?	<b>Section 9.3.1.2</b>		
	F. Does the agency implement auditing procedures on information systems in accordance with Pub 1075?	<b>Section 9.3.3</b>		
	G. Does the agency manage information system authenticators in accordance with Pub 1075?	<b>Section 9.3.7.5</b>		
	H. Does the agency have standard baseline configurations for information systems processing FTI in accordance with Pub 1075?	<b>Section 9.3.5.2</b>		
	I. Does the agency maintain active vendor support for all devices on its network?	<b>Section 9.3.15.10</b>		
	J. Does the agency have a current inventory of all information system components in accordance with Pub 1075?	<b>Section 9.3.5.8</b>		
	K. Does the agency maintain a Plan of Action and Milestones (POA&M) in accordance with Pub 1075?	<b>Section 9.3.4.4</b>		

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		Pub 1075 Reference	Pass/ Fail/ N/A	Notes
	L. Does the agency assess the security controls in the information system and its environment in accordance with Pub 1075?	<b>Section 9.3.4.2</b>		
<b>VI</b>	<b>Conclusion</b>			
	A. The agency must implement a process for ensuring that a Plan of Action & Milestones is developed and monitored in accordance with Pub 1075.	<b>Section 6.5</b>		
	B. Complete Internal Inspection Report.	<b>Section 6.0</b>		
	C. Retain Internal Inspection Report for 5 years.	<b>Section 6.4</b>		