

SOCORRO COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION № 2009-74

A RESOLUTION ADOPTING AN  
EMPLOYEE TELECOMMUTING POLICY

Telecommuting is a flexible work arrangement where selected employees work one or more days a week from their homes, or County offices closer to home, in order to provide County services when the employee is unable to work on site or this arrangement benefits the County.

1.0 Purpose.

- A. The purpose of this policy is to define the telecommuting program in Socorro County and the guidelines and rules under which it will operate. This work option will only be available and authorized when it is in the best interest of the County and the taxpayers to do so. **Telecommuting would be a viable option during times of pandemics, disaster recovery, or medical accommodation.**

2.0 Scope.

- A. This policy applies to all the telecommuting activities of Socorro County. All Department Heads/Elected officials and telecommuters should be familiar with the contents of this policy.

3.0 Definition.

- A. Telecommuting is a flexible work arrangement in which some or all of the work is performed at an off-County work site such as the home or in office space near home.
- B. Communication may be by one of several means, such as phone, modem and fax. Equipment may be owned and maintained by the employee or by the County.

4.0 Authority.

- A. Authority to establish a telecommuting policy and oversight of such policy within Socorro County rests with the Board of County Commissioners.
- B. Department Heads and or/designees are authorized to incorporate telecommuting as a work option for department employees in time of **pandemics, disaster recovery, or medical accommodation**. Department heads or their designees have the authority to request telecommuting arrangements. Such arrangements must be approved by the County Manager.

## 5.0 Guidelines

- A. Departments are urged to carefully review both advantages and disadvantages before requesting a telecommuting agreement and to address potential problem areas. Pilot programs or trial periods may be helpful in determining what type of arrangement will be most effective. Success depends on both the nature of the work and the nature of the worker.
- B. The arrangement must be in the best interests of the County. It should benefit--or at least not cause significant problems--for the department as well as the employee.
- C. Any off-county work site must be located within the jurisdictional boundaries of the County of Socorro.

## 6.0 Eligibility & Selection.

- A. Probationary employees are not eligible to participate in a telecommuting arrangement.
- B. Employees with any disciplinary action within the last six months are not eligible for a telecommuting arrangement.
- C. Telecommuting is only feasible for those tasks within a job which are amenable in whole or in part to being performed away from the main office and such tasks must be memorialized in an employee's job description. Selection of employees shall not be arbitrary nor based on seniority, but shall be based on specific, written, work related needs defined by Department Heads. Such selection criteria may include reasonable accommodation provisions for permanently disabled employees, temporarily disabled employees and displaced employees.
- D. Employee participation in home office telecommuting is voluntary. No employee will be required to telecommute.
- E. All forms of telecommuting imply an employer-employee relationship with the employee receiving the same benefits as a non-telecommuting employee.

## 7.0 Hours of Work and Overtime

- A. Telecommuters need regular contact with supervisors and co-workers and access to specialized files and/or equipment. Therefore, telecommuters should spend a minimum of one day per week in the main office, except under unusual conditions such as pandemic events. Office needs take precedence over telecommute days. A worker must forgo telecommuting if needed in the office on the regularly scheduled telecommute day.
- B. All work schedules must be in accordance with the Socorro County Personnel Policy, Ordinance 2005-001 as amended. Work schedules must be consistent with the requirements of the employee's department.
- C. Overtime shall not be authorized for telecommuters.

## 8.0 County Data and Information

- A. All County-related IT work and data must be stored only on County equipment and/or County server systems.
- B. As with all County employees, telecommuters are expected to adhere to all the rules and procedures applicable to department and County related to confidential information.

## 9.0 Equipment Maintenance, Repair and Replacement

- A. Maintenance, repair, and replacement of County owned equipment issued to telecommuters will be the responsibility of Socorro County.
- B. In the event of equipment malfunction, the telecommuter must notify the Department Head immediately. It is the telecommuter's responsibility to bring the equipment to Socorro County for any needed repairs.
- C. If such repairs are to be for an indefinite period of time, the telecommuter may be asked to report to the main office until the equipment is usable.
- D. Repairs to telecommuter owned equipment will be the responsibility of the employee.

## 10.0 Health and Safety

- A. Department Heads may have the home office inspected for compliance with health and safety requirements. Inspections will be by appointment only.
- B. If an employee incurs a work-related injury while telecommuting, Worker's Compensation laws and rules apply. Employees must notify Department Heads immediately and complete all necessary and/or requested documents regarding the injury.
- C. Off County Worksites must be insured in an amount equal to \$500,000 per occurrence in order to protect the County of Socorro.

## 11.0 Process.

- A. Either the employee or the department may initiate the request.
- B. The initiator must complete the "Telecommuting Request and Assessment Form".
- C. If and when the department head or designee agrees to a telecommuting arrangement, the department should complete the "Telecommuting Agreement" and forward that agreement to the County Manager for approval.
- D. The County Manager will review the agreement and render final approval.
- E. Once all required signatures have been obtained, the employee and department head will be given a copy of the agreement and the original will be maintained by the Human Resources.

12.0 Termination of Agreement

- A. Department Heads or the County Manager may terminate the telecommuting agreement for any reason, at any time.
- B. The employee may also request to terminate participation from home based telecommuting, without cause, at any time.
- C. Department Heads will make arrangements for the employee to begin working at the main office as quickly as possible, but no later than 30 days after notification by the employee.
- D. The opportunity to participate in a home telecommute program is offered only with the understanding that it is the responsibility of the employee to maintain a proper work environment. Failure to maintain a proper work environment, as determined by the Department Head provides cause for an employee's immediate termination of the Telecommuting Agreement.
- E. Employees previously participating in a telecommuting assignment are not assured of a telecommuting assignment when returning from a leave of absence or after a job transfer.

**APPROVED, ADOPTED, AND PASSED** on this 24<sup>th</sup> day of November, 2009.

**BOARD OF COUNTY COMMISSIONERS**

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ROSALIND F. TRIPP, CHAIR

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DANIEL P. MONETTE, VICE-CHAIR

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RUMALDO J. GRIEGO

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JUAN JOSE GUTIERREZ

ATTEST BY:

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REBECCA (BECKY) VEGA, COUNTY CLERK

