



Telecommuting Agreement

King County supports telecommuting and allows supervisors to implement telecommuting agreements for eligible employees. This Telecommuting Agreement, between the employee named below and their immediate supervisor, documents the telecommuting employee's regularly assigned schedule, regularly assigned county workplace when required to work in person, and the employee's workplace expectations and responsibilities.

Employee Information								
Employee Name				Employee Classification				
Employee Dept/Division				Employee Supervisor				
Effective Date	FLSA Status			Union Status				
	<input type="checkbox"/> Non-Exempt (hourly) <input type="checkbox"/> Exempt (salaried)			<input type="checkbox"/> Represented/Local: <input type="checkbox"/> Non-Represented				
Regularly Assigned Schedule								
Document the employee's regularly assigned work schedule								
		Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	Workday start							
	Lunch start							
	Lunch end							
	Workday end							
	Total hours worked							
	Remote work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Week 2	Workday start							
	Lunch start							
	Lunch end							
	Workday end							
	Total hours Worked							
	Remote work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document any work schedule notes (if needed)								
Regularly Assigned Workplaces								
Document the employee's regularly assigned county and remote workplaces								
Regularly Assigned County Workplace				Other County Workplace(s)				
Building/Site:				Other buildings or sites the employee may <u>regularly</u> report to:				
Remote Workplace (Employee's home)				Other Remote Workplace(s)				
Address:				Site/Address:				

Employee Responsibilities

A. Equipment & Software

I acknowledge the responsibilities below and agree to:

1. Limit my personal use of county equipment to de minimus use consistent with the county's [Acceptable Use of IT Assets Policy](#) and not allow family members or friends access to county equipment or software.
2. Disable the VPN or other network connections when I am not using it.
3. Promptly return county-owned software, equipment, and documents when requested.
4. Follow all software licensing provisions agreed to by King County. This includes uninstalling any county-provided software when it is no longer required or if I leave county employment.
5. Allow the county to pursue recovery for county property under my care, custody, or control that is deliberately or negligently damaged, destroyed, or lost.
6. Obtain prior approval for any additional equipment or service needed to work remotely. Approved equipment will be paid for or reimbursed for by the county and is considered county property.

B. Security

I acknowledge the responsibilities below and agree to:

1. Maintain the confidentiality of all county information and documents, prevent unauthorized access to any county system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the county.
2. Adhere to applicable King County policies relating to remote access and the use of VPN connections while using my personally owned computer or laptop. (KCIT strongly discourages the use of personal devices for conducting county business).
3. Ensure any personal device I use has up-to-date anti-virus software installed.
4. Understand that King County has the right to monitor all information generated and actions performed using remote access technology while I am telecommuting.
5. Be responsible for all activity originating from my account credentials (username and password).

C. Outside Employment and Volunteer Activities

I acknowledge King County's [Outside Employment and Volunteer Activities policy](#) and agree to report any outside employment or volunteer activities that create an actual or potential conflict of interest or occur during my regular King County work schedule using this [Request Form for Approval of Outside Employment and Volunteer Activities](#).

D. Other Responsibilities (All Employees)

I agree:

1. To be available and responsive during my regularly assigned schedule and work hours.
2. My duties, obligations, and responsibilities as a telecommuting employee are the same as in-person workers, including my obligation to respond to voicemail, e-mail, and other messages in a timely manner.
3. That I will work at the above-listed remote workplaces while telecommuting, unless I have received prior approval to temporarily work elsewhere.
4. That any leave time, including sick leave, during a scheduled workday must be prearranged according to departmental guidelines.
5. To maintain a safe and functional remote workplace during my shift. Workers' Compensation will not apply to any non-job-related injuries that occur in my home. I, not King County, remain responsible for injuries to third parties, including members of my family on my premises.
6. To follow established procedures to report any job-related incident or accident during working hours to my supervisor as soon as possible.
7. To allow remote workplace (home) inspections conducted by the county if there are safety and ergonomic workplace concerns or if a job-related incident or accident has occurred.
8. To seek and receive pre-approval from my immediate supervisor before using my personal vehicle to travel between workplaces.
9. To not hold in-person business meetings with internal or external clients or customers at my home.

E. Other Responsibilities (Hourly Employees Only)

I agree:

1. That any time spent working remotely, including checking email on my phone, is considered work time. Therefore, I will only do so during my scheduled hours, unless I have pre-approval to work beyond my normal scheduled hours.
2. To take and document my meal break and rest breaks during my scheduled shifts.
3. To enter my time into Peoplesoft during my scheduled workday.

By signing below, I certify that I have read, understand, and agree with the terms outlined in King County's *Telecommuting Policy* and this *Telecommuting Agreement*. I also agree to comply with other applicable King County policies, related to computer use, data/information, confidentiality, workplace travel, outside employment and volunteer activities, and security.

Employee's Signature	Date
Supervisor's Signature	Date

Supervisors and employees should conduct periodic reviews of Telecommuting Agreements to evaluate the accuracy of the employee's schedule, approved workplaces, and responsibilities.

Department/Division Approval (if applicable)

Request is ☐ Approved ☐ Denied

Director/Designee Signature	Date
<i>If request is denied, state reason:</i>	

If any of the provisions of this agreement conflict with the language in an applicable collective bargaining agreement, the provisions of the collective bargaining agreement will prevail. A request to terminate or extend this Agreement may be proposed by the employee or the supervisor at any time. Generally, it is recommended that two weeks' notice be given, if possible, or notice as required by an applicable collective bargaining agreement.