



Unified Government Human Resources Guide

Effective 07-01-2022

Remote Work

I. General

The Unified Government strives to provide a high level of service to the residents of Wyandotte County. Providing that level of service frequently requires that employees work in their offices and in the field. Some work, however, can be performed remotely, especially with the aid of modern technology. It is the policy of the Unified Government to allow employees to work remotely on a limited basis when doing so would not impede operations, inconvenience the public, or adversely affect the delivery of services.

II. Policy

- A. Working remotely is a privilege. No employee is entitled to or guaranteed the opportunity to remote work. Department heads have the discretion to offer eligible employees the opportunity to work remotely with the approval of the County Administrator.
- B. Department heads will submit plans for remote work for their departments to the County Administrator for approval.
- C. Before an employee will be authorized to work remotely, the department head and the employee must complete a remote work agreement. The remote work agreement may contain terms and conditions not required of employees who work at the office or regular worksite (for example, that the employee keep a time log or check in with his or her supervisor at specified times during the workday). A copy of all remote work agreements should be submitted to Human Resources.
- D. All remote work agreements must meet the criteria in this policy and may be terminated at any time by the employee, the department head, or the County Administrator.

III. Types of Remote Work Arrangements

A. Regular Remote Work

Upon approval by their department head and the County Administrator, employees may work remotely up to two days per week. The County Administrator has discretion to approve a department plan that allows employees to work remotely more than two days a week (e.g., rotating remote work between teams of employees on a weekly basis) if the County Administrator determines that it would not adversely impact operations or customer service and would be in the best interests of the department and the Unified Government.



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B. Episodic Remote Work

Employees who are performing specific projects or work assignments may work remotely with the approval of the department head and the County Administrator. Employees must have an approved remote work agreement in place before beginning any remote work in connection with a specific project or work assignment.

In addition, with the approval of their department head, employees may work remotely on those occasions when a member of the employee's immediate family is sick and requires the employee's periodic care during the day.

C. Emergency Proclamation

This form of remote work is an important part of the Unified Government's continuity of operations. It enables employees to work remotely during emergencies such as a natural disaster, a terrorist attack, disruption to facilities, or a pandemic or other health crisis. In such an emergency, department heads may implement remote work plans for all or a portion of their workforce with the approval of the County Administrator.

IV. Eligibility for Remote Work

A. Department heads have the authority to decide whether an employee may work remotely, subject to approval by the County Administrator. Remote work is available in appropriate circumstances if the employee meets eligibility requirements.

B. Appropriateness of Remote Work

Remote work may be appropriate in the following circumstances:

1. Requirements for face-to-face communication are infrequent (most communication can be managed by methods such as telephone, electronic mail, and virtual communications and meetings);
2. Work activities do not require access to confidential systems that due to federal or state regulations may not be accessed remotely;
3. The remote work arrangement would not impede the effective accomplishment of the employee's and the department's work; and



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4. The remote work arrangement would not inconvenience the public or adversely affect the delivery of services.

This list of circumstances is not exclusive, and an employee's department head or the County Administrator may determine that remote work is inappropriate even if the above circumstances exist.

C. Employee Eligibility Requirements

To be approved to work remotely, an employee must meet the following eligibility requirements:

1. The employee is performing satisfactorily;
2. The employee is not on a performance improvement plan;
3. The employee is not designated as an excessive user of sick leave;
4. The employee has successfully completed the probationary period in the assigned position;
5. The employee has not received discipline and has no serious, documented performance or conduct deficiencies within the preceding 12 months; and
6. The employee does not directly supervise any employees who are ineligible for remote work.

V. Requirements of Employees While Working Remotely

- A. All Unified Government policies continue to apply to employees who are working remotely. Employees must comply with all Unified Government rules, regulations, and directives, including the Human Resources Guide, departmental rules and directives, and applicable memorandums of understanding.
- B. This policy in no way modifies the Unified Government's employee residency requirement.
- C. Employees must adhere to this policy and to the terms and conditions of the approved remote work agreement.
- D. Employees must comply with Unified Government policies for information, technology, security, document and data confidentiality, and use of government equipment and materials. This includes ensuring that all recording and artificial



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intelligence (e.g., Alexa, Google Nest, Apple Home, etc.) devices are turned off while working.

- E. Employees must ensure that personal disruptions such as non-business telephone calls and visitors are kept to a minimum.
 - F. No in-person meetings may be held at an employee's or manager's residence. Virtual meetings may be conducted from the remote work site.
 - G. Employees are required to maintain satisfactory levels of performance while working remotely as determined by their department head.
 - H. Employees are expected to be productive and available throughout their scheduled workday.
 - I. It is vital that managers and coworkers remain aware of their team members' working status to ensure a productive and team-oriented work environment, whether in the office or at a remote work location. Employees approved to work remotely are expected keep their Microsoft Outlook calendar up to date, including scheduled meetings, leave time, and any other information that shows the employee's status during the workday.
 - J. Employees are expected to return to the office or regular worksite when required by their department head or supervisor. No mileage or parking fees will be paid for commuting to and from the office or regular worksite and the remote work location.
 - K. Employees are prohibited from engaging in any other gainful employment during the time that the employee is being compensated for working by the Unified Government.
- VI. Other matters
- A. Expenses, Hardware, Software, and Supplies
 - 1. The department will provide hardware and software for remote work. Costs of equipment will be borne by the department.
 - 2. Employees are expected to provide functioning internet service and must be available by phone during their scheduled working hours. The Unified Government does not provide reimbursement for home office expenses, including the cost of internet or phone service or office furniture.



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3. Employees must follow all technology department standards and directives with respect to computer hardware and software and practices.
4. Unified Government information or documents stored on an employee's personal devices may be subject to public disclosure requirements.

B. Worker's Compensation

1. Employees who work remotely will be covered by worker's compensation or, if applicable, the Fire Department's Injury on Duty policy for all bona fide job-related injuries occurring at their remote work location during their work hours.
2. In the event of a job-related accident or injury, the employee must report the incident to his or her supervisor as soon as possible and follow established procedures for incident reporting.
3. Worker's Compensation will not apply to non-job-related injuries that occur at a remote work location.

C. Liability and Insurance

1. The Unified Government is not liable for any injuries to family members, visitors, or others at the employee's remote work location.
2. Employees are responsible to replace any equipment assigned to them that is damaged beyond normal wear and tear.
3. Nothing in this policy is intended to limit the Unified Government's option to offer remote work as a reasonable accommodation to comply with the Americans with Disabilities Act, the Kansas Act Against Discrimination, or corresponding federal or state regulations.

D. Hours of Work

1. Work schedules must comply with the Fair Labor Standards Act and Unified Government policies governing overtime and compensatory time. Remote workers must get pre-authorization to work overtime or compensatory time.
2. Management may direct remote workers to report to their designated work site during any scheduled work hours. Remote workers must attend in-



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person staff meetings and training as required by their department head or supervisor.

3. Requests to use leave are governed by the Human Resources Guide or the applicable memorandum of understanding.
4. Except as provided in this policy, employees may not engage in remote work in lieu of taking paid leave. Examples of paid leave include sick leave, FMLA leave, and vacation leave.

RELATED POLICIES: 2.10 Attendance
3.04 Overtime/Compensatory Time
6.01 Worker's Compensation & Injury Leave
7.01 Rules and Discipline
7.03 Responsible Use of Information Technology
7.04 Substance Abuse Policy

RELATED FORM(S): Remote Work Assessment
Remote Work Agreement