

## **Arapahoe County Remote Work Policy**

**Approved by the BOCC: \_\_\_\_\_, 2021**  
**Resolution #21-xxxx**

**Purpose:** The purpose of this policy is to provide the framework under which employees may be allowed to work at home or in some other satellite location for all or part of their workweek (“remote work”). Arapahoe County considers remote work to be a viable option when an assessment of the nature of the job functions, business needs and other relevant criteria indicate it is a suitable arrangement.

**Scope:** This policy applies to all Arapahoe County employees.

### **Eligibility:**

- Employee current work standing should be “Meet Expectations” or higher.
- Job duties must be conducive to working remotely.
- The employee shall have required technology at worksite.
- The employee shall have a workplace environment conducive to safe and efficient work operations.

**Policies:** It is the policy of Arapahoe County to make available, where appropriate, the option to work remotely in accordance with the criteria and procedures set forth in this policy.

- A. This remote work policy shall supersede all prior and/or existing telecommuting or remote work policies or arrangements.
- B. All County and Department/Office Policies, Procedures and Guidelines remain in effect regardless of work location. This policy does not negate any other expectation or practice of the County. All employees must adhere to the County’s Policies, procedures, and Guidelines whether on site or remote.
- C. If an employee is deemed suitable for a remote work arrangement, prior to commencing the arrangement the employee must sign a remote work agreement, and it must be signed by their Elected Official, Department Director or designee. The written agreement will describe the approved remote work location(s), the approved hours/schedule for remote work, certify that the remote work-station meets safety, technology and equipment requirements, and any other applicable conditions/requirements for the remote work arrangement.
- D. Elected Official/Department Directors may implement or terminate remote work arrangements, where appropriate, for eligible employees. Final approval, denial or cancelation of all remote work agreements will be at the sole discretion of the Department Director/Elected Official or their designees.
- E. Remote work employees shall not hold in person business meetings with internal or external clients, customers, or colleagues at their residence.
- F. Remote work employees must live and work within Colorado.
- G. Remote work employees may, at the discretion of their immediate supervisor, be called to work at their non-remote office on any regular remote workday during their regular work hours to meet workload requirements, or for any other business reason.
- H. Remote work employees shall not allow dependent care or other personal responsibilities to interfere with their ability to work effectively during required work hours, unless approved by an Office/Department supervisor.

- I. Reimbursement for travel mileage for meetings, and for other business expenses incurred during remote working hours, shall be pursuant to County Finance Department expense reimbursement policies.
- J. The County may at its discretion provide remote work employees with some of the equipment and supplies needed to perform their specific job function at their approved remote work location. Each Office and Department in coordination with the Information Technology Department will determine appropriate equipment packages based on job, operational needs, and budgetary constraints. Employees will be expected to provide any equipment and supplies not otherwise provided by the County.