

**516 Telecommuting***Effective Date: 5/1/2023*

Cass County supports telecommuting as an option for various positions within its workforce. The determination of eligibility for telework will be made on a case-by-case basis, with the final approval in the Department Heads discretion. Factors that lead to these decisions include but are not limited to:

- Position and Job Duties
- Job Skills
- Organization Impact
- Performance History

Telecommuting to work has no impact upon an employee's compensation, benefits, work status, work responsibilities, amount of time worked, or pay period, unless agreed upon separately in writing. If applicable, a specialized schedule for telework will need to be created and confirmed by working with an employee's direct supervisor prior to telework beginning. If no such schedule is created, an employee's schedule will be assumed to be the same as if they were working in a Cass County facility. Changes to this schedule must be reviewed and approved in advance by your supervisor.

Telecommuting is considered a privilege and may not work for every employee or every position. Employees who telecommute will coordinate with their supervisors about specific work assignments and specific ways to track productivity. Prior to approval of telecommuting, the Department Head must coordinate efforts with IT to ensure feasibility.

Equipment required for telecommuting will be provided to the employee, within reason. Cass County IT will continue to support end users just as if they were in the office. This support will be provided remotely. However, Cass County's support does not cover home internet/network/wireless connections.

IT will do initial troubleshooting on all issues, but if it is determined the issue most likely lies outside of the county's purview, we will communicate this to the end user with suggestions to work with their internet service provider.

In the event Cass County IT is unable to troubleshoot or resolve an issue remotely, the user will be requested to bring the associated hardware and any county-provided equipment into the IT office for further troubleshooting. IT will not travel to a user's home to assist with technology issues.

Access to county network resources is only available from county-provided equipment. This is to maintain the entire flow of data and maintain operational security. Access from non-county equipment to county network resources is prohibited unless otherwise approved.

A reliable internet connection is required for working remotely. Cass County does not provide internet connectivity for remote workers. Due to the nature of our work, minimum speed requirements must be met to have a stable working environment remotely. A remote user must have a minimum of 25 megabits per second download speed, as well as 10 megabits per second upload speed. Speeds lower than this will result in difficulties with multimedia activities such as

Teams, phone calls, video calls, etc. To test your speed, prior to working from home, bring your device home and connect to your personal internet. Open a modern browser, such as Google Chrome or Microsoft Edge, and browse to <http://itdspeed1.nd.gov> . Run the speed test on this site and verify your results. Run the test in a similar location and environment as you would be when working remotely, including other users on the network.

All county employees or contactors are required to connect to all county resources via a secure access gateway that is provided, maintained, and controlled by Cass County. This software, called a VPN, controls connection to county resources and maintains their integrity on offsite locations. All employees are required to connect to the VPN when working remotely.

We expect you to ensure the confidentiality and protection of proprietary and customer information that you may use or access while working from home. This may include the use of locked file cabinets and desks and any other steps appropriate for the job and the environment. Employees are not allowed to store, transfer, move, or copy any county data to non-county devices when working remotely.

All county devices have pre-installed security software that is monitoring activity for security related issues. No user may remove, disable, bypass, or otherwise tamper with this software for any reason without the assistance of IT.

During working hours, your remote workspace will be considered an extension of our workspace. Therefore, workers' compensation benefits may be available for job-related accidents that occur in your remote workspace during working hours. All job-related accidents will be investigated immediately. We assume no responsibility for injuries occurring in your remote workspace outside of your agreed-upon work hours. You agree to maintain safe conditions in your remote workspace and to practice the same safety habits as those followed on our premises. In the case of an injury while telecommuting, follow our Workers' Compensation policy.

Telecommuting only works in some circumstances and is not a universal employee benefit. As a result, we will only provide this opportunity when we are convinced it will be in our best interests and may terminate approved telecommuting arrangements whenever we believe necessary to do so.