



County of Marin
Telework Agreement Form
Human Resources Department
PMR 27 – Telework Policy

Instructions If an employee and his or her supervisor decide to pursue the possibility of the employee telecommute, this form is to be completed by the employee, their supervisor, their department head, and otherwise as noted.

1. **Part 1, General Terms and Conditions:** The employee (teleworker) should review Part 1, which ensures that each County teleworker has read PMR 27, *Telework Policy*, and has agreed to abide by the *general* terms and conditions established therein and as described below.
2. **Part 2, Specific Terms and Conditions:** The employee, together with the department head or designee (such as the immediate supervisor), should complete Part 2, that defines the employee's *specific* terms and conditions for telework. Additionally, check which of the four boxes in the "Approval" section at the end of the form apply.
3. **Part 3, Ergonomic Self-Certification Checklist:** If the teleworker may use his/her home as an office, then complete Part 3 and abide by the rules set forth. Otherwise, skip Part 3. Part 3 is the "Ergonomic Self-Certification Checklist" which certifies that the teleworker's home office conforms to the factors listed.
4. **IST Approval:** If telework involves remote access into the County's network, then this form must next be submitted to the IST Help Desk so that the appropriate staff can be assigned to review and approve (by signature) that technical requirements have been met.
5. **Teleworker Certification:** The teleworker should then certify (with signature) that he/she agrees to follow all applicable requirements related to teleworking.
6. **Department Head Approval:** Next, the department head (or designee) must provide his/her signature approval.
7. **HR Filing:** Finally, the completed form (original) should be forwarded to Human Resources, where it will be placed in the employee's official personnel file.

Part 1: General Terms and Conditions

1. I have read and agree to abide by the rules established for telework, as defined in PMR 27, *Telework Policy*.
2. Upon the receipt of written authorization, I may use my own equipment and/or software to telework. The County assumes no responsibility for the maintenance or repair of my own equipment of software.

- 3. If there are any equipment or software failures while I am working at home, I am responsible for immediately informing my supervisor. I also understand that I may be asked to return to my principal office until repairs are completed or a substitute has been provided. I further understand that any repairs made by the County will be performed at a location designated by the County.
- 4. I am to report any problems I may be having with, or because of, teleworking to my supervisor (such as relatives or friends always dropping in and causing distractions from work, absence of child care, feeling isolated and needing more interaction with my co-workers, etc.).
- 5. If I have any questions regarding any of the above or regarding teleworking, I will check with my supervisor.

Part 2: Specific Terms and Conditions

The following are the *specific* terms and conditions of this telework agreement that apply to my duties as a teleworker. These terms and conditions have been reviewed and approved by the department head or designee.

Scope of the employee’s duties while teleworking:

Day(s) of Week (which day[s] of week may be teleworked):

Hours of Work (how many hours per week, or per month, may be teleworked and scheduled begin and end times):

Technical Requirements (such as on-line access requirements):

Check In Requirements (to whom and how often):

Work Performance Measures (how will performance be measured while teleworking):

Part 3: Ergonomic Self-Certification Checklist

As a home teleworker, while I understand that I am free to set my home office to suit my personal tastes, it is important that my home office conforms to certain health and safety standards. As a prerequisite to home-based telecommuting I am required to certify that my home office conforms to the factors listed below. I am also required to maintain these standards while I am teleworking.

Desk and Chair

If I am NOT using a computer while I am teleworking then I need to have a desk with a desktop that is between 27 and 30 inches from the floor. If I am using a computer, then the desktop supporting the computer keyboard should be adjustable to within 26 to 30 inches from the floor, or of such height as to allow for the following biomechanics when adjusted in combination with my chair. Specifically:

- 1 My forearms and wrists should be parallel to the floor, with upper arms resting at my sides, while I am using the keyboard or desktop;
- 2 My thighs should be parallel to the floor;
- 3 My feet should be flat on the floor or otherwise supported with a footrest that allows me freedom of motion—preferably with knees approximately 1 to 2 inches higher than seat;
- 4 There should be adequate clearance between my upper thighs and the underside of the work surface;
- 5 My wrists should be in a straight and neutral position when resting on the keyboard;
- 6 The back of my chair should support the curve of my lower back so that my spine is slightly arched.

Additionally, if I use a computer:

- 7 The center of the computer viewing screen should be about 2 inches below eye level so that I do not have to tilt my head down or back (which means that the top of the screen should be roughly at eye level);
- 8 The screen should be at a comfortable distance away (no more than two feet) so that I do not have to lean forward or backward to read the symbols on the screen.]

Keyboard and Mouse

- 1 Keyboard and mouse should be located at the same level, to eliminate the need for reaching;

- 2 The keyboard and mouse should be adjusted to retain wrist neutrality while allowing for knee clearance;
- 3 Wrists should have a soft pad on which to rest, not a hard angle such as that provided by a table or desk edge.

Computer Screen

If I use a computer, the display screen should be kept clean and dust free, free from glare, and adjusted for good image contrast and brightness. Specifically, it should be located in the office so that:

- 1 It does not directly face an outside source of light such as a window or sliding glass door;
- 2 There are no lights above and/or behind the screen that can cause glare;
- 3 Windows to the side of the screen are shaded or otherwise treated to eliminate glare and distraction.

Lighting

I should have adequate task lighting, such as a gooseneck lamp, to illuminate the surface of my workspace without causing any glare on my computer screen.

Electrical Power

My home office space must be wired so that its capacity is more than adequate to support the requirements of the equipment I use in the office. Additionally:

- 1 Electrical outlets, electrical cords, and other sources of electricity, should meet Uniform Building and Fire Code requirements. If unsure, I will check with my local fire department on these requirements;
- 2 Surge protectors are installed for any computers, printers, fax machines, and phone lines in the office. Uninterruptible Power Supplies (UPS) also may be required for some computer installations;
- 3 All office related equipment is given sufficient ventilation space, per manufacturer's or installer's instructions.

General Workspace

Other items needed in the workspace, such as file cabinets, worktables and chairs, are easily accessible and are situated so that they do not impede access to and from the work area. The work area is to be kept free of obstructions that may cause me to trip, stumble, or otherwise be hazardous. All equipment and objects such as shelving must be supported and/or fastened to the wall so that they will not become hazardous (such as in an earthquake). Stairways and entranceways leading to/from my workspace must be well lighted and free from obstructions. If unsure, I will ask my homeowner's agent, local Red Cross, or fire department for guidance in this area.

Approval

Approval is granted below for the following parts of this form (check which apply):

Part 1, General Terms and Conditions (For all teleworkers)

Part 2, Specific Terms and Conditions (For all teleworkers. Part 2 must be reviewed and approved by a department head or designee.)

Part 3, Ergonomic Self-Certification Checklist (For teleworkers who may work from a home office)

Part 4: IST Approval

Check here if on-line remote access to the County's network is required for telework and obtain IST approval, below, that that technical requirements for online remote access to the County's network have been met)

The IST approval includes requirement for the following policy (or policies) and authorized services.

IST Internet Security Policy

IST Remote Access Policy and Agreement Form

IST Virtual Private Network Policy

Other _____

IST Representative's name (printed): _____

(IST Approval Signature)

(Date)

Teleworker Certification:

I have reviewed the above requirements and hereby certify that I have read, understood, and agree to abide by the rules described above in Part 1, Part 2, and if applicable, Parts 3 and 4.

Teleworker's Name (printed): _____

(Teleworker's Signature)

(Date)

Department Head (or Designee) Approval:

Department head or designee (printed): _____

Department name: _____

(Department Head or Designee Signature)

(Date)