

CLERMONT DD REMOTE WORK AGREEMENT

The authorization of an employee to work remotely is not an entitlement and in no way changes the terms and conditions of employment with the Board.

Definitions

The term "Remote Work" for purposes of this agreement includes working from an alternate worksite (other than assigned facility-based office). Remote work includes accessing files and information contained on the agency server from a location outside of the facility, meeting with individuals served and other team members virtually when requested. Virtual staff meetings and trainings are included in this definition.

Authority to Grant Permission for Remote Work

All work policies and rules apply, regardless of location, including restrictions on working overtime.

The staff member agrees to follow all relevant rules and laws (such as HIPAA).

- No one other than the staff member will use devices that contain PHI.
- Hard copy (paper) containing PHI will be stored in a safe manner and will be shredded when no longer needed.
- The staff member agrees to disconnect from the company network when done working.
- Employee will not copy any PHI to external media not approved by the agency. This includes flash drives and hard drives.
- The staff member agrees to send all emails containing PHI encrypted.

All confidential data must be secure so that no such data can be accessed or transmitted over unsecure (non-password-protected) Wi-Fi connections.

The employee will apply approved safeguards to protect agency records from unauthorized disclosure or damage and will comply with the Board 's privacy and confidentiality requirements.

The staff member shall be reachable and engaged in work activities during work hours. Reasonable response time is expected and is defined as within the workday. Remote workers shall respond within their regularly scheduled workday to emails, texts, or telephone calls.

Meeting attendance may be virtual, or in-person as specified by supervisors.

The amount of time the employee is expected to work per day or pay period is the same as if the employee were working in the office.

Employees are expected to meet agency productivity and efficiency requirements.

Unless an alternate location is approved in advance by the supervisor, work is to be performed at the employee's place of residence.

Workspace shall be free from hazards and other dangers to the employee and equipment and reasonably free from interruptions and distractions that would affect work performance.

Remote workers are covered by the appropriate provision of the State of Ohio Workers' Compensation if injured while performing official duties. The employee agrees to bring to the immediate attention of his/her supervisor any accident or injury occurring while working remote. The Board is not responsible for any injuries to family members, visitors, and other in the employee's home.

Remote work is not a substitute for childcare, elder care, or pet care. The staff member shall not utilize work time to care for dependents. Childcare should be arranged as if you were working at the CCBDD office locations.

Remote work is not intended to be a substitute for the use of vacation, sick, or personal leave, or other paid time off. Employees shall follow established procedures for requesting and obtaining approval of leave including unplanned absences and emergencies.

The Board will not be liable for damages to an employee's personal property during the performance of official duties in the employee's residence.

The Board will not be responsible for operating costs, home maintenance, homeowner's liability insurance, nor any other incidental costs (e.g., utilities) associated with the use of the employee's residence to perform work for the Board. The employee is responsible for internet costs when working remotely.

The employee shall not meet with the public or individuals served in their home office in any official capacity or connected with the Board's business.

In-person attendance may be required at meetings as requested by supervisors.

Remote workers must continue to meet all departmental and board expectations regarding documentation.

Remote work is available for up to four (4) working days each week with the expectation that staff will work at least one day every week in the office. A remote work schedule is subject to supervisor approval.

If asked to report to the office during business hours, remote workers should be at the office in a reasonable amount of time. If for any amount of time the employee needs to

report to the office, the employee shall remain in-office for the full or remainder of the workday.

Schedules should reflect in-office days as full days with travel time outside of the full workday. Normal travel to and from work is not reimbursable.

For staff to make the most efficient use of their time and travel, occasionally it is more efficient for the staff to travel from their home to a temporary work site in lieu of reporting to the Board offices first.

When this occurs, the board shall reimburse mileage based on the lesser of the two distances.

Employees will adhere to timelines and deadlines as if working in the office.

During the probationary period, supervisors will develop a remote work schedule for newly hired staff members.

The remote work option is not specifically for the convenience of the employee and is not a condition of employment. Termination of the remote work arrangement is at the agency's discretion. Failure to meet any of these requirements or reasonable work performance expectations will be grounds for ending the remote work arrangement.

Think of a virtual meeting as a face-to-face meeting and conduct yourself as you would if you were present in the same room as the other participants.

- Join early - leave time for troubleshooting any unforeseen issues that arise
- Familiarize yourself with any features you may need to use – mute/unmute microphone, stop/start video, screenshare etc.
- Have your camera on
- Find a quiet space without interruptions/background noise
- Have good lighting on your face so you can be seen clearly
- Position your camera to be at eye level if possible
- Mute your microphone when not talking
- Try to avoid talking over/at the same time as other participants
- Be aware you are on camera and try to avoid doing other tasks

I have read the terms of remote work as specified in this agreement and understand the remote work requirements.

Print Name

Signature of Staff Member

Date