



ADMINISTRATIVE PROCEDURES

Procedure Number: 3-33

Effective Date: 03/05/2014

Revision Date: _____

C. P. D. [Signature]
County Administrator

SUBJECT: **TELECOMMUTING**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. STATEMENT

Due to excess liability exposure and workers' compensation issues, Pima County employees will not be permitted to telecommute, or work from home or from a non-County remote location by the use of an electronic linkup with a County office, for any part of their work week. However, it is understood that there may be extenuating circumstances where telecommuting may be in the best interest of the County. Approval in such situations will be made on a case-by-case basis in accordance with this procedure.

This procedure does not in any way restrict employees whose regular work functions require an electronic linkup with a County office unless they are also telecommuting for reasons as outlined in item III below.

II. DEFINITION

TELECOMMUTING – An arrangement in which an employee works from a location other than his or her workplace; typically a personal residence. As part of the arrangement the employee has access to telecommunications and data, such as email and electronic files, for the purpose of conducting work from the remote location.

III. PROCEDURE

For situations involving legitimate reasons for telecommuting, to include an accommodation for a disability or an illness, County Administrator approval through appropriate channels is required.

- A. An employee requesting telecommuting as a reasonable accommodation shall engage in the interactive process as delineated in Administrative Procedure 23-29 - Reasonable Accommodation of Applicants and Employees with Disabilities. The Americans with Disabilities Act (ADA) Coordinator shall prepare the required documentation for County Administrator approval and shall provide copies of approval, if granted, to the employee and the employee's Appointing Authority.

-
- B. An employee requesting to telecommute while on intermittent Family and Medical Leave (FML) shall provide the reason(s) for the request to his/her supervisor who shall submit all requests through appropriate channels to the County Administrator for approval. If approval is granted, the department shall notify the FMLA Coordinator, and monitor the employee's usage of FML to ensure compliance with Administrative Procedure 23-37 – Family and Medical Leave. **Telecommuting will not be approved for employees on continuous FML.**

IV. RESPONSIBILITY

- A. All employees are responsible for complying with County rules, policies, and procedures while telecommuting and to accurately record their work time in accordance with Administrative Procedure 22-16 – Time Worked Record.
- B. All departments are responsible for ensuring that telecommuting requests are properly submitted to the County Administrator for approval and for notifying employees and Human Resources of the duration of the approved telecommuting time period.
- C. Following County Administrator approval of a telecommuting request, the requesting department is responsible for submitting a User Request Form to the IT Department in order to secure the employee full remote access to his or her email and electronic files for the duration of the approved telecommuting period. If the employee had remote access prior to an approved telecommuting period, this step is not required.
- D. Upon conclusion of an approved telecommuting period, the department is responsible for terminating the employee's remote access by submitting a Separation of Access Form to the IT Department for the purpose of terminating the employee's remote access to his or her email and electronic files. If the employee had remote access prior to commencement of the telecommuting period and will need it beyond the conclusion of an approved telecommuting period, this step is not required.
- E. Human Resources is responsible for providing guidance and interpretation of this Administrative Procedure and for provisions of the ADA and FML.