



ADMINISTRATIVE PROCEDURES

Procedure Number: 3-33
Effective Date: 03/05/2014
Revision Date: 03/02/2020


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.

II. PROCEDURE

For situations involving legitimate reasons for telecommuting, to include an accommodation for a disability or an illness, County Administrator approval through appropriate channels will be 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 Act (FMLA) leave 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 FMLA to ensure compliance with Administrative Procedure 23-37 – Family and Medical Leave. Telecommuting will not be approved for employees on continuous FMLA.
- C. In the setting of community wide viral pandemic as approved by the County Administrator.

III. **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 to the IT Department the forms necessary to secure the employee full remote access to his or her email and electronic documents and folders for the duration of the approved telecommuting period.
- D. Upon conclusion of an approved telecommuting period, the department is responsible for submitting to the IT Department the requisite forms for terminating the employee's remote access to his or her email and electronic documents and folders.
- E. Human Resources is responsible for providing guidance and interpretation of this Administrative Procedure and for provisions of the ADA and FMLA.