



Orange County Government Remote Work Agreement

Remote Worker Name: _____ Supervisor Name: _____

Department: _____ Division: _____

Job Title: _____ Date remote work will begin: _____

Remote Work phone: _____

Remote Work Evaluation and Review:

Criteria that will be used to evaluate the success of the Remote Work Agreement:

****Attach additional sheets as necessary****

Remote Work Agreement will be evaluated (Monthly, Quarterly, Bi-Annually): _____

First Remote Work Agreement review date: _____

Remote Work Schedule:

The employee agrees to perform agreed-upon duties and be accessible to Orange County on the following Remote Workdays:

| Week 1 | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |
|--------------------|-----|-----|-----|-------|-----|-----|-----|
| Start Time | | | | | | | |
| End Time | | | | | | | |
| Total Hours | | | | | | | |

| Week 2 | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |
|--------------------|-----|-----|-----|-------|-----|-----|-----|
| Start Time | | | | | | | |
| End Time | | | | | | | |
| Total Hours | | | | | | | |

Accessibility and Communication:

The employee agrees to structure their time to ensure attendance at required meetings and events as designated by their supervisor. The employee further accepts the special responsibility as a remote worker to facilitate communication with customers and colleagues while on a remote work schedule.

The employee agrees to be available during scheduled work hours on remote workdays using the following methods:

Phone Voicemail/answering machine E-mail Text

Other: _____



Describe how incoming calls at the central office will be handled on remote workdays:

The employee agrees to check his/her voicemail and/or call the central office for messages _____ times per day at approximately the following time(s) of the day while working at an alternative worksite: _____

Long-distance phone charges made by the employee while working at an alternative worksite will be handled as follows (e.g., usage of County cell phone, calling card, reimbursement, etc.):

Other accessibility and communication issues:

Equipment/services to be used at the remote worksite:

The following equipment/services will be provided to the employee by Orange County (check all that apply):

- Phone Printer
 Computer Other equipment not mentioned above:

Remote network access provided (VPN)? Yes No

The remote worker will be provided with the following equipment/services (check all that apply):

- Cell Phone Voice mail
 Computer/Lap Top Printer
 Other equipment not mentioned above:

Reimbursement Information:

Generally, Orange County Government does not reimburse costs associated with remote working and may not pay or reimburse the employee for:

- Time involved in travel between the official workstation and the remote worksite.
- Purchasing computer equipment, internet service, or printer/ink cartridges.
- Any purchase, service charge, or cost related to remote work that is not specified in this agreement.

Orange County agrees to reimburse the employee for the following expenses related to Remote Work:

Orange County Government Property and Records:

The employee agrees that documents or other records required to be retained and used, developed or revised while remote working will be securely transferred no later than the following in-office workday to the official workstation.

The employee understands and agrees that all equipment, records, files, manuals, forms, materials, supplies, computer programs and other materials furnished by Orange County, or generated or obtained on behalf of Orange County during the course of employment shall remain the property of Orange County. The employee understands that he/she is the holder of this property for the sole use and benefit of the County and will take all reasonable precautions to safely keep and preserve such property, as well as maintain confidentiality except as disclosure is required in normal business operations.

Termination of Remote Work Agreement:

Remote Working is a privilege rather than a universal employee benefit or right. Orange County has the right to offer remote work to an employee and to unilaterally terminate a Remote Work Agreement at any time. Employees do not have a property interest in Remote Work. In no circumstances are employees entitled to due process related to any County decision on Remote Work issues, including approvals denials, or a County decision to discontinue a Remote Work Agreement, and all such decisions are not grievable.

Acknowledgment:

I have read and understood this agreement and the remote work guidelines and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree that the sole purpose of this agreement is to regulate remote work and that it constitutes neither an employment contract nor an amendment to any existing contract or County policy.

Employee: _____ Date: _____

Next Level Supervisor: _____ Date: _____

Department Director (or designee): _____ Date: _____

CC: Personnel File