

Montgomery County Board of Commissioners

Ordinance 2021-7

Amending Employee Handbook Concerning Work From Home Policy

Whereas, the Montgomery County Board of Commissioners from time to time reviews the provisions of the County Employee Handbook to ensure that the policies are consistent with County practices and policies, and are compliant with federal, state and local laws; and

Whereas, the COVID-19 pandemic has caused the Board to consider allowing employees to work from home, when feasible, either to reduce the risk of the spread of the COVID-19 virus or during periods of time in which an employee is ordered to remain away from work because of quarantine or isolation; and

Whereas, although employees may be able to work from home, regulations are necessary in order to govern these activities in order to comply with Indiana law regarding compensation of employees and to provide for management and supervision of employees who are not working in their normal work environment; and

Whereas, Board believes that the current policies contained in the Employee Handbook concerning the work rules should be supplemented to include emergency work from home rules in order to improve management and supervision of employees working from home during the pandemic and to

promote continued compliance with Indiana laws regarding compensation of such employees.

It is, therefore, ordained that a new section, Section 4.20, is hereby added to the Montgomery County Employee Handbook, and this new section will read as follows:

"4.20 EMERGENCY WORK FROM HOME POLICY

Because of the extraordinary situation in the workplace caused by the COVID-19 pandemic, the County will allow certain employees, on a case-by-case basis, to work from home for temporary periods.

The County understands that employees might not be able to perform all of their essential job functions during such temporary periods while working from home. These arrangements are expected to be short-term arrangements, and the County will continue to monitor guidance from health officials and the need for remote-work arrangements.

The County may need to modify or cancel the working-from-home concept at some point during the coronavirus outbreak, and employees should not assume any specified period of time for working from home. The County may require employees to return to regular, in-person work at any time.

Department Heads, elected and appointed, will determine who is allowed to work from home and for how long on a case-by-case basis.

The policies following apply to any employee permitted to work remotely:

1. Non-Exempt Employees working from home must record all time worked and turn in the time worked on their normal timesheet. Timesheets should be emailed to their supervisor, unless other arrangements for delivery have been made. Employees working from home will be paid only for the hours they work.
2. Employees working from home are required to: document their work in a form and matter acceptable to their supervisor and

work at the direction of their supervisor. Employees working from home must follow all work rules as if they were at their normal work area.

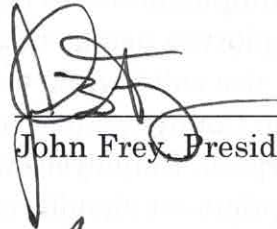
3. County-issued laptops will be allowed to be taken home. Employees who wish to take home laptops or other equipment to assist in their work from home should work with their supervisor in order to coordinate information technology issues with the County's IT consultant. County- issued laptops and other equipment are to be used for work related purposes only, and employees using such equipment must comply with all County use rules while working from home. No person other than the County employee is authorized to use these devices for any purpose. Employees who experience issues in the use of such equipment should report such issues to their supervisor and cooperate with the County IT consultant in addressing such issues, including but not limited to making devices available to the consultant at a location other than the employee's home.
4. Employees working from home will continue to be responsible for complying with all County policies and procedures that would apply as if the employee were working at the employee's normal work location.
5. Employees working from home will be expected to ensure the protection of proprietary County and customer information accessible from their home office consistent with County policies.
6. Employees working from home must coordinate and confirm with their supervisor the specific expectations and requirements of the supervisor regarding their work, including but not limited to how often and in what way an employee should check in with his or her supervisor, how and when work will be completed and reported, and how and when work will be assigned.
7. Employees working from home must report work-related injuries to their supervisor."

It is further ordained that all other provisions of the County Code which are not expressly affected by this ordinance will remain in full force and effect.

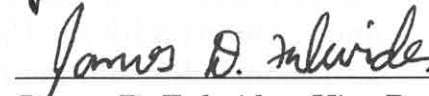
It is further ordained that this ordinance is effective upon adoption.

Adopted this 25th day of January, 2021.

Montgomery County Board of Commissioners:



John Frey, President

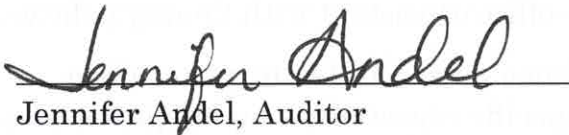


James D. Fulwider, Vice President



Dan Guard, Member

Attest:



Jennifer Andel, Auditor