



Cochise County Board of Supervisors

Public Programs...Personal Service
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Policy Title: Telecommuting

Policy Number: 2232

Effective: March 24, 2020

Supersedes:

Scope/Coverage: All County employees

Policy Contact: Director of Human Resources

I. Applicability

Cochise County understands telecommuting is a valuable technological tool which may benefit County departments. Approval of telecommuting may be made by the Appointing Authority or Department Directors when any of the legitimate reasons listed below exist:

- A. An employee requests telecommuting as a reasonable accommodation, and Human Resources has engaged in the interactive process and recommends telecommuting, which is approved by the appointing authority.
- B. An employee requests telecommuting while on intermittent Family and Medical Leave, provides reasoning behind this request which is approved by Human Resources and the appointing authority.
- C. In the event of a community wide viral pandemic with the declaration of a public health emergency.
- D. A clear and specific business purpose that serves the mission of an Elected Office or Department.

II. Responsibility

- A. Employees are responsible for complying with County policies and procedures while telecommuting and to accurately record their work time in accordance with HR Policy 2206, Hours of Operation and Work Schedules and Policy 2208, Overtime.
- B. The employee will generally spend the workday at the same remote location. The employee must notify their supervisor if they are leaving the off-site location, to the same degree they would if leaving the traditional work location.
- C. The employee's off-site workspace will be considered an extension of the County's workspace. Therefore, this workspace must be maintained by the employee in a safe, hazard free productive manner. The County assumes no liability for injuries occurring in the off-site



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workspace outside the agreed upon work hours. The County is not liable for injuries to third parties and/or family members in the off-site workspace.

- D. Elected Officials, Department Directors or designees are responsible for ensuring that Human Resources and Risk Management are notified in writing of the telecommuting approval and its duration.
- E. Offices and Departments are responsible for communicating the approval and duration of this request with the Information Technology Department to ensure appropriate access is provided for a productive telecommuting experience.
- F. Upon conclusion of the approved telecommuting period, the office or department is responsible for informing the Information Technology Department to ensure remote access is terminated.
- G. Human Resources is responsible for providing guidance and interpretation of this procedure and for the provisions of the Americans with Disabilities Act and Family and Medical Leave Act.