

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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Distributed Workplace Program

OVERVIEW: This procedure outlines Alachua County's Distributed Workplace program.

SCOPE: This procedure applies to all employees in permanent positions of the Board of County Commissioners.

PROVISIONS:

Definitions

1. **Remote Employee:** Employees (in an approved classification) who perform their responsibilities exclusively from an alternate location for their typical work week. For clarification, employees who occasionally visit the Alachua County worksite to meet and/or collaborate with their colleagues or attend meetings but have a dedicated workspace outside of the Alachua County worksite are still considered Remote Employees.
2. **Distributed Employee:** Employees who perform their responsibilities in a combination from an alternate location and a county worksite.
3. **Onsite Employee:** Employees who perform their responsibilities exclusively from a county worksite their entire work week. For clarification, employees who may work from an alternate location rarely on an ad-hoc basis are still considered Onsite Employees.

Policy Adherence and Expectations

Employees approved for the Distributed Workplace Program are expected to maintain productivity and performance regardless of worksite location. They must work the designated hours assigned to their position. Employees should obtain prior permission before taking on any non-work-related activities that may impact productivity during working hours.

Participation in the Distributed Workplace Program is not intended to serve as a substitute for child, adult or other dependent care, or attend to other personal business. Employees must request time off for absences from work for childcare, personal business, illness, etc.

Alachua County's Standard of Conduct and all other respective employment policies and practices apply to Alachua County employees while working, irrespective of work location or schedule arrangement. Employees must accurately report all time worked no matter the work location.

Eligibility and Approval

Employees who elect to participate in the Distributed Workplace Program as a Remote or Distributed Employee must ensure the following:

1. **Role Eligibility:** Employees and their specific position must be deemed by Human Resources eligible to work on a remote or distributed basis. Certain roles due to the nature of the job may not be conducive to perform from an alternate location. Such examples include, but are not limited to:
 - Any position which requires a physical presence onsite
 - Any position which has a technology constraint
 - Any position which has a security constraint that cannot be maintained from an alternate location
2. **Leadership Approval:** Employees must ensure their Director agrees and approves their work arrangements. At all times, participation in the Distributed Workplace Program will be subject to the continuing approval of the department and the Administrating Official. Departments may withdraw program participation with approval of Human Resources upon reasonable notice.
3. **Suitable Remote Work Area:** It is the employee's responsibility to ensure they have a suitable work area with minimal distractions available when participating in the Distributed Workplace Program. It is the employee's responsibility to ensure a safe and adequate work environment.
4. **Equipment Budgeting:** Alachua County provides IT equipment upon Department Director approval to successfully work in the Distributed Workplace Program. Office equipment to use remotely must be budgeted for and approved by the Department Director.

Technology Requirements and Security

Employees must ensure they have the proper technology in their remote worksite (e.g Wi-Fi, cellular service, etc) to perform their job duties from an alternate location. If approved to participate in the Distributed Workplace Program, the necessary IT equipment may be requested following the existing processes and procedures. **Employees must follow all IT/Security policies and only Alachua County equipment shall be used for work.** Employees are responsible for returning all County supplied property and equipment upon separation of employment.

Security

Employees participating in the Distributed Workplace Program may be handling confidential and personal data of both the County and its customers. These employees must take steps to ensure that such data is treated with adequate regard to data protection, confidentiality and security measures. Employees must ensure that they continue to observe all [Alachua County policies](#) in this area and that they take the following measures in their daily work:

- Ensure that all access to Alachua County databases is provided through a secure login ID. Alachua County's ITS department has put in place an infrastructure to facilitate working remotely and can be contacted if there are any specific issues related to access or IT security.
- Removal of hard copy confidential material from the office should have prior approval from the supervisor.
- No third parties present in your remote office, including family members, should be permitted to access to Alachua County's computer or any Alachua County or customer documents and employees must ensure the third parties are not permitted to access any other Alachua County or customer information.
- Use a lockable desk drawer, cupboard or filing cabinet for storing records if necessary.

The Alternate Work Location

1. Alachua County and employees working remotely have joint responsibility under relevant Federal and State legislation to ensure that the area in which an employee works, e.g., the employee's alternate location and any equipment used, meets prescribed health and safety requirements as outlined by Risk Management. Click [HERE](#) for checklist

Remote and Distributed employees shall be subject to the same accident, sickness and absence reporting requirements as they would be if they were working at the Alachua County worksite. Employment-related accidents or injuries must be reported immediately to the employee's supervisor regardless of work location. The employees should also follow the Alachua County procedures and processes to report work-related injuries and accidents.

2. Upon approval from the Administrating Officials, employees may be allowed to work remotely on a consistent basis outside of Florida. The decision to allow remote work will be made with the approval of the Department Director, the ACMs and Human Resources; with final approval of the Administrating Official.

Insurance

Remote and Distributed employees must check any lease, tenancy agreement, mortgage and/or buildings and contents insurance, as permissions may be needed for the employee to work remotely. It is the employee's responsibility to apply for and secure any necessary authorizations and to inform Alachua County of any difficulties or concerns.

Commuting and Taxation

Travel from a home office to a County worksite is considered commuting miles therefore is not reimbursable for mileage and cannot be claimed as business travel. Employees are reminded that any tax and social security liabilities, costs, claims, or expenses are their responsibility. Employees are encouraged to seek a tax professional for questions related to their specific Distributed Workplace Program arrangement.