

Stark County Board of Developmental Disabilities

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TELECOMMUTING

POLICY

Telecommuting can provide employees with a number of benefits to include greater productivity and increased job satisfaction. The employer can also benefit from increased job satisfaction, leading to increased employee retention and lower recruitment costs.

The ability to meet in person enhances collaboration and helps to build relationships with co-workers. This practice can also result in greater job satisfaction and improved teamwork. Therefore, the Board's approach towards telecommuting is a hybrid model.

The Board defines the principle of telecommuting as permitting an eligible employee to work from home for business reasons. The job duties and responsibilities of the majority of employees who are eligible to telecommute are community based. These jobs include SSAs, Payment Authorization Specialists, Investigative Agents, Provider Compliance & Support, Early Intervention Service Providers. Therefore, flexibility is provided whether an employee is telecommuting or working from the office. Additionally, the ability to schedule home visits, monitoring(s), and other meetings in the community throughout the work week is required regardless of whether an employee is working from home or their work office.

Employees who prefer to work out of their site specific office, are free to do so. Employees may also telecommute with the expectation that they would work from their site specific office at least twenty (20%) of the work week. Managers are encouraged to coordinate department or unit meetings during these times. Site specific time may include supervision discussions, project meetings, interviews, annual planning meetings, or in-person trainings. If needed, an employee must be available during the work day to promptly report to their site specific office location if requested to do so by their Supervisor.

Telecommuting employees must have demonstrated a thorough and productive understanding of their job. New employees will be permitted to telecommute once they complete their probationary period. An early authorization to telecommute may occur if the department Director grants approval.

Telecommuting is not a suitable option for all jobs or all employees. This policy establishes selection criteria for eligible non-represented and represented employees to include employees who:

- Have demonstrated a thorough and productive understanding of their job.
- Have demonstrated a consistent and acceptable level of productivity and quality. Examples may include the following:
 - Receiving "meets" or "exceeds" on all of their most recent performance evaluation standards.

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- Meets TCM expectations and/or meets ISP timeliness expectations, or meets other applicable job expectations.
- Is not in active discipline status.
- Completes required documentation by established deadlines per written guidelines.
- Demonstrates the ability to work independently with minimal levels of supervision.
- Performs job duties that are not location-specific.
- Maintains a satisfactory attendance record in accordance with Board Policy 4.15 Attendance, Tardiness, and Sick Leave.

<p>Historical Resolution Information</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>1/28/20</td> <td>01-07-20</td> </tr> <tr> <td>8/24/21</td> <td>08-32-21</td> </tr> <tr> <td>9/24/24</td> <td>09-44-24</td> </tr> </tbody> </table>	Date	Resolution Number	1/28/20	01-07-20	8/24/21	08-32-21	9/24/24	09-44-24	<p>Reviewer(s):</p> <p>Director of Human Resources</p>
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