



Telework Standards

The following information is intended for Prince George's County Government employees who have active, signed Telework Agreements with their agency. For more information on the Telework Program, visit ohrm.mypgc.us.

All employees who participate in the County's Telework Program must agree to and follow these standards:

1. Telecommuting is voluntary and may be terminated by the employee or the County at any time.
2. The duties, obligations, responsibilities and conditions of employment with the County shall remain consistent with the employee's classification. The employee's salary and benefits shall be unaffected by his/her telecommuter status.
3. Work hours, overtime compensation, and leave utilization will conform to Personnel Law and Personnel Procedure, and to terms agreed upon by the employee and his/her immediate supervisor.
4. The use of equipment, software, data, supplies and furniture, when provided by the County for use at the remote work location, is limited to authorized persons for purposes relating to County business.
5. Employees shall designate a specific work space for use while telecommuting. This work space shall be maintained in a safe condition, free from hazards and other dangers to the employee, equipment, and County documents, records, and information.
6. In the event of a circumstance (e.g., faulty equipment) that impairs the employee's ability to telecommute, the employee may be assigned other work and/or assigned to another location.
7. The employee is responsible for ensuring proper use of any County-supplied equipment. The County will provide for repairs and/or support for County-supplied equipment and software, but only by phone or at a County office or vendor location. In-home support will not be provided.
8. Requests to work overtime, use sick leave, annual leave, or other leave must be approved by the employee's supervisor in the same manner as when working in the traditional office.
9. If an employee is sick during a scheduled telecommuting day, sick leave or other leave approved by the employee's supervisor, shall be used for the scheduled hours not worked.
10. Employees who telework are required to participate in all training, studies, inquiries, reports or analysis relating to teleworking for the County. The employee's individual responses and identity shall remain confidential.

We have jointly reviewed the above material on (**date**):

Employee Name

Employee Signature

Supervisor/Manager Name

Supervisor/Manager Signature