

RESOLUTION NO. 309

**ESTABLISHING AN ALBANY COUNTY REMOTE WORK/TELEWORK
POLICY FOR COUNTY EMPLOYEES**

Introduced: 5/13/24

By Efekoro:

WHEREAS, Albany County has a long history of supporting its workforce, and it will continue to do so as keeps adjusting to the changing nature of work, and

WHEREAS, The Legislature desires to work in partnership with the County Executive to establish the Albany County Remote Work/Telework Policy for County employees, now, therefore, be it

RESOLVED, That the Albany County Legislature hereby establishes the Albany County Remote Work/Telework Policy for County employees, as annexed hereto, and, be it further

RESOLVED, That the County Executive is encouraged to continuing working with County departments to take any and all steps to effectuate this Policy as soon as possible, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

ALBANY COUNTY POLICY REGARDING REMOTE WORK/TELEWORK

Section 1. Purpose.

Albany County has a long history of supporting its workforce, and it will continue to do so as keeps adjusting to the changing nature of work. This Policy provides remote work/teleworking options for certain County employees.

This program will allow employees to work their standard workweek, with a maximum of two days (or hours value of two standard days) per pay period permitted to be worked/performed remotely.

Section 2. Remote Work/Telework Program.

All employee protocols and rules pertaining to employees are represented in their respective collective bargaining agreement and/or the Albany County Rules and Regulations, which is passed and amended by the Albany County Legislature.

Employees who can perform a portion or all of their job remotely, are permitted to do so on a case-by-case and department-by-department basis. Some positions are ineligible due to (but not limited to): mandatory direct in-person service delivery, restrictive computer programs/access, non-suitable work setting at home, sensitive nature of work and lack of confidential setting in the home, and general technology limitations.

Section 3. Remote Work Structure.

Departments must identify the Department's Remote Work Structure. If it falls within one of the first three structures, remote work/telework may be permitted.

- A. Weekly Scheduled Hybrid Remote Workers (no greater than two consecutive days per week as outlined below)
- B. Case-by-Case Basis Only Remote Work Participants (meaning only as needed such as due to weather or other extenuating circumstances)
- C. Weekly Scheduled Hybrid AND Case-by-Case Basis Participants.
- D. NO REMOTE WORK. No action required if no remote work is permitted in any the agency or department.

Section 4. Remote Work Contact Person.

Each Department must identify its contact person for the Remote Work Program. Most departments name the individual(s) responsible for timecards. Once a contact is established for the Department, Human Resources will work directly with the

contact person to provide them with the shared workspace site for submission of all weekly mandatory participant documents.

Section 5. Eligible Employees.

To be eligible to participate in this program, an employee must be in good standing and hold a position that is able to be performed remotely. Each Department must identify employees eligible for the Remote Work Program. Each Department must provide an Excel spreadsheet of all employees in the Department who will be eligible to participate. The Excel spreadsheet must include name, title, work phone, personal phone, and County email address.

Section 6. Participating Employees.

Participating employees must be provided with the following documents, which must be completed and returned as follows:

- a. Remote Work Agreement – Must be signed and returned prior to start of remote work.
- b. Remote Work Plan – This general plan outlines remote work assignments and must be completed weekly.
- c. Daily Remote Work Log - Work log instructions are included with the document, which must be completed daily.
- d. Detailed Weekly Timecard – Timecards must be completed to show exact times that were worked.
- e. Remote Work Program Guidelines

All participant documentation is mandatory. Failure to submit requested documents may result in suspension of program participation for the employee or Department. Departments must retain copies of all signed agreements.

Section 7. Program Parameters and Requirements.

- a. All employees must be actively working for the entire duration of their scheduled workday. Response-only work is not permitted.
- b. The program shall not place an undue burden on those employees who are physically present in the workplace.
- c. This program is not intended to and may not be used to replace suitable childcare or child supervision.
- d. All remote hours worked shall be submitted to the participating Departments on a signed Weekly Detailed Timecard accompanied by a Daily Remote Work Log. All work performed remotely must be reflected in a detailed Daily Remote Work Log. No hours can be submitted as time worked without submission of a Daily Remote Work Log.

- e. Participants must request approval and indicate all requested remote days in advance. There is no guarantee of specific approved days during the time period.
- f. Absences from work cannot occur adjacent to a scheduled remote day. For example, if you call in sick from work on day you are required to report in person, you must report to work on your following scheduled remote day.
- g. Employees may NOT change remote scheduled days during the approved period, without advance notice to and approval from the Department.
- h. Remote work schedules will be approved by the Commissioner of the Department, based on the scheduling needs of the Department.
- i. Employees may elect to withdraw from the remote work program no later than the start of pay period for the scheduled remote work.
- j. Any absences from work, both remote and in person, must be charged to accruals accordingly. Employees who are scheduled to work remotely but are unable to work must notify their Department as normal and charge accruals accordingly.
- k. The Albany County Rules and Regulations and any Departmental policies for requested time off shall apply.
- l. Albany County reserves the right to terminate participation in the Remote Work Program if an employee's performance is not satisfactory or when Department demand necessitates.
- m. All work performed remotely shall be verified by the Department routinely.

Section 8. Questions and Inquiries.

Questions regarding this policy may be directed to remotework@albanycountyny.gov

Referred to Rules Review and Legislative Modernization and Personnel Committees – 5/13/24

Favorable Recommendation Personnel Committee – 5/30/24

Favorable Recommendation Rules Review and Legislative Modernization Committee – 6/26/24