

TELECOMMUTE

County services should be accessible to the public, which means most County positions are not suitable for telecommuting. Oklahoma County elected officials shall manage their respective workforces based on business needs, the needs of those they serve and the roles and responsibilities of their employees, all of which can shift and evolve over time.

The use of telecommuting is a management option at the discretion of each elected official and in the case of a BOCC Department, BOCC. It is the exception to the general rule of the County to have its employees report to the physical work site. As such, no employee is entitled to or guaranteed the opportunity to telecommute. **Telecommuting agreements are subject to periodic review and may be revoked at any time based on operational needs, performance, or policy compliance. In the event that IT telecommuting is restricted, an exemption shall apply for employees performing on-call duties to ensure timely response to technical issues and continuity of County operations.**

Regardless of work site or telecommuting status, all employees are subject to the basic duties, obligations and responsibilities of County employment and are expected to adhere to all county policies, and any employee who is allowed to telecommute will sign an acknowledgement and agreement that will be placed in the employee's file. **Employees approved for telecommuting must adhere to County IT security protocols, including, but not limited to, secure network access, proper handling of confidential information, and use of County-issued equipment unless otherwise authorized.**

When a telecommuting agreement with an employee is revoked, the employee will be given a minimum of five (5) business days notice to return to the physical work site, **except in cases of emergency or security concerns**, and the employment file will be documented accordingly. 74 O.S. § 840-2.15; 29 U.S.C. § 207(o)