

# PROPOSED

 <b>Lake County Policy</b>	<b><i>Remote Work Policy</i></b>
	<b>Approved by the County Board on: Month DD, YYYY</b>

## 1. Purpose and Intent

1.1 The purpose of this policy is to provide employees with an opportunity to work remotely, when appropriate and operationally feasible.

## 2. Background

2.1 Remote work arrangements allow employees to work from home or an approved alternate location as part of their scheduled hours.

2.2 Technological advancements have made remote work an option for many organizations and can be a viable option for some County employees.

2.3 Remote work arrangements, when used appropriately, benefits both the County and the individual employee. Remote work can often provide a greater efficiency in the use of County resources, including office space, while offering flexibility and work-life balance to employees.

## 3. Scope

3.1 This Policy applies to all departments, divisions, commissions, and offices, under the County Administrator's authority or required to follow the Lake County Employee Policies and Procedures Manual. For departments or offices that do not fall under the policy and whom establish their own remote work procedures, it is requested that those policies be provided to the County Administrator's Office for coordination of County operations.

## 4. Authority

4.1 The County Administrator is directed to implement and has authority to enforce this policy.

4.2 The County Administrator is authorized to issue supporting directives and procedures for the effective implementation of this policy.

## 5. Policy

### 5.1 General

5.1.1 Remote work arrangements are allowable for eligible County employees, subject to specific criteria established by the County Administrator.

5.1.2 Remote work arrangements are voluntary at the request of the employee or may be designated as part of a position's work structure, and are subject to approval based on job duties, performance, and business needs. Remote work is an operational option and is not appropriate or guaranteed for every position or employee.

5.1.3 A formal eligibility and approval process shall be established.

- 5.1.4 Requirements and expectations for minimum in-office workdays, allowable remote worksite locations, office hoteling and permanent workspaces shall be defined, all based on operational needs.
- 5.1.5 Employees working remotely must ensure the same protection for County information and property away from the office as they would on site. All applicable policies, rules and regulations related to information security, software licensing and data protection shall be followed.
- 5.1.6 Lake County is committed to safe and productive working environments. Employees working remotely shall maintain an environment that is clean, safe, and free from obstructions, distractions, and hazardous situations.
- 5.1.7 Employees shall maintain the same standards of performance, productivity, and professionalism, regardless of work location.
- 5.1.8 Remote work does not change the basic terms and conditions of employment with the County, or an employee’s classification, compensation, or benefits. No additional compensation or differential shall be provided for remote work.
- 5.1.9 Employees approved for a remote work arrangement shall sign a Remote Work Agreement acknowledging their understanding and acceptance of the terms and conditions of the agreement.

5.2 Policy Review and Update.

- 5.2.1 The County Administrator will review this policy periodically, but at a minimum of every three years from the date of approval.
- 5.2.2 Any amendments or modifications to this policy will be provided to the Lake County Board for approval via the Financial and Administrative Committee.

**6. Severability**

- 6.1 If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

**7. Non-Discrimination**

- 7.1 Lake County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity, housing status, or any other protected category established by law, statute, or ordinance.

Policy History			
Version	Date Adopted	Legistar Item #	Notes
Original	Month DD, YYYY	26-0236	--