

## FBCHHS INTERNAL POLICY AND PROCEDURE

Policy Title: Telework Policy

### 1. POLICY STATEMENT

This policy sets forth the requirements and expectations of Fort Bend County Health and Human Services (FBCHHS) for all employees qualified and approved to work remotely.

### 2. POLICY PURPOSE

The purpose of this telework policy is to provide guidelines and establish procedures for employees who work from any location outside of a Fort Bend County Health and Human Services (FBCHHS) office location. FBCHHS considers working remotely (Telework) to be a viable, flexible work option that may be used by managers to increase work outcomes and to accommodate employees' special needs during situations when both the employee and FBCHHS are suited to such an arrangement.

Telework can be a temporary or long-term agreement between employees and managers to work from a non-FBCHHS office-based location.

### 3. SCOPE AND APPLICATION

This policy applies to all FBCHHS organizational units, employees, contractors, interns, and volunteers.

### 4. DEFINITIONS

Term	Definition
Alternate Duty Station (ADS)	A specific area within an employee's residence, at a telecommuting center, or at another approved location other than the ODS.
Manager	An individual that provides direct supervision. This description includes supervisors and team-leads.
Episodic Telework	Work performed at the ADS without a regular schedule. Some examples are ad hoc, situational, or episodic Telework. This list is not all-inclusive. All episodic situations must be approved by management in advance.
Hoteling	Shared office space in an agency location designed for use on a drop-in basis by Teleworkers. The space is equipped with standard office technology including phone, computer (or docking station), fax machine, printer, copier, e-mail, Internet access, etc.

	Employees either reserve space in advance or drop in to use a workspace as needed.
Official Duty Station (ODS)	The current work location within the county where the employee regularly performs his/her duties. Telecommuting does not change the Official Duty Station unless an employee is on a 100% Telework agreement.
Regular Office Hours	The agreed upon set of hours during the day when the manager and co-workers can always communicate with the teleworker.
Regular, Recurring or Scheduled Telework	Teleworking on a regularly scheduled basis for a period of several months or longer. Reasons for initiating regular Telework agreements may include enhancing mission accomplishment, improving service to clients, improving productivity, attracting, and retaining high-quality employees in key occupations, reducing office space and associated costs, improving access to employment for the disabled, and reducing commuting distance.
Telework (also referred to as "flexiplace," "work-at-home," "flexible workplace," and "telecommuting")	Performing work at a place other than the employee's Official Duty Station (ODS) in accordance with the terms of an employee-employer agreement.
Telework Agreement	A written agreement between the county and the employee outlining the work schedule, duties, and performance standards for the teleworking employee. A model Telework Agreement is attached to this Personnel Rule and is incorporated herein by reference.
Telework Site Safety Checklist	The checklist required to assess risk hazards of the telework site prior to manager approval of a Telework Agreement. It is the teleworker's self- assessment of workspace hazards designed to address and resolve deficiencies, so the space can be designated by the county as a county worksite. The Telework Site Safety Checklist is attached to this Personnel Rule and is incorporated herein by reference.
Unscheduled Telework	A specific form of situational or ad hoc Telework where unique circumstances did not allow for advanced scheduling.

## 5. POLICY DETAILS

### I. Eligibility

- a. Participation in FBCHHS Telework is not an entitlement but should be based upon sound business and performance management principles. Qualification will be determined regarding the individual's job duties and position.
- b. Temporary or unscheduled telework arrangements may be approved for circumstances such as inclement weather, natural disasters, communicable disease outbreaks, special projects and/or business

travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

- c. All formal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. Thus, the following eligibility criteria applies to all requests:
  - i. Employees requesting formal telework arrangements must be employed with Fort Bend County Health and Human Services for a minimum of 30 days of continuous, regular employment and must have a satisfactory performance record.
  - ii. Employees requesting telework must be in a position whose primary work location is at a FBCHHS office location, non-clinical (non-physical health, non-behavioral health, and no verbal interaction with patient), non-field oriented and in a non-client engaging role.
- d. The completion of Telework Training is required prior to any telework arrangement by the manager and employee. Employee managers will validate completion and maintain documentation of compliance.
  - i. Employee Training: [Employee Telework Training](#)
  - ii. Manager Training: [Manager Telework Training](#)
- e. An employee is eligible for telework with the approval of their manager and the Division Director provided their job requires minimal direct supervision and face-to face interaction or where such interaction can be scheduled successfully to permit teleworking. Each telework assignment should be reviewed for costs and benefits, such as the nature of the job, equipment requirements and expected results. The telework assignment should not create additional costs, risk, or hardship to the county.
- f. Managers shall use the following guidelines in selecting employees for telework:
  - i. The employee can accomplish their job without being on the premises for an agreed upon portion of their regular work schedule without detrimental impact on the productivity of the work group.
  - ii. Clear work objectives can be set, tasks can be clearly defined, and results are measurable.
  - iii. The employee can provide the appropriate equipment in the telework site including, at minimum, a telephone where the employee can be reached regularly, a computer that has internet access and is compatible with county software, a suitable workspace, and other equipment as appropriate to the employee's job.
  - iv. The workspace must be privately located where sensitive information cannot be overheard or seen. The employee must abide by the Confidential Information Security Policy.
  - v. The employee shall have demonstrated, to the manager's satisfaction, their capability to work productively without direct supervision. Indicators include consistent high performance, excellent attendance, and a positive attitude toward assigned work, self-motivation, and no relevant discipline problems in the employee's work history.
  - vi. Unless telework is mandated as a part of their position description, the employee shall have indicated a willingness to participate in telework to the manager.
  - vii. The employee has completed any probation or trial service periods for their position or has demonstrated successful competency in the essential functions of their position.
  - viii. Not all county computer systems are available using the county's Virtual Private Network (VPN) or outside normal business hours. Managers shall take this into consideration when approving telework for employees.

## **II. Prior Authorization**

- a. Employees are not authorized to telework without prior written approval of their direct manager. If employees are assigned Routine Telework, employees must also receive prior written approval by their Division Director or designee.

## **III. Telework Agreement for Regular Telework**

- a. Regular Telework will be permitted for employees one day per week under the terms of a written Telework Agreement (see Appendix A) reached between the employee and the employee's manager and approved by the Division Director.
- b. Telework is not an employee right and Telework Agreements shall be entered into voluntarily by both the employee and FBCHHS. The telework arrangement may be terminated at any time and for any reason.
- c. The Telework Agreement must clearly outline the following:
  - i. Telework schedule: The employee's work schedule shall be outlined and be in compliance with wage and hour laws, and County Personnel Rules.
  - ii. Location: The location of the telework site must be stated. If the location for the telework site will be a location other than a home office, the teleworker must receive approval from the manager to use the location as the telework site.
  - iii. Accessibility: The means by which the employee can be reached during off- premises work.
  - iv. Evaluation: The criteria that will be used to evaluate the success of the telework assignment and how often the telework assignment will be evaluated. At a minimum, the Telework Agreement must be evaluated by the manager with the employee on a monthly basis.
  - v. Use of county resources: Any county owned resources the employee will use off-premises and the terms and conditions under which such resources will be used.
  - vi. Use of employee's resources:
    1. Any employee resources that will be used and the costs that will be compensated by the county. Generally, however, the county does not reimburse costs associated with teleworking.
    2. Employee must sign an acknowledgement that usage of their personal property is subject to public records law, as well as other state and federal laws, such as Health Insurance Portability and Accountability Act (HIPAA), which may require the employee to grant the county full access to their personal property for inspection and duplication of the information contained in the property.
  - vii. Telework Safety Checklist: Affirmation the employee has conducted a self- assessment (Appendix B) of the risk hazards of the telework site and that the manager has worked collaboratively with the employee to address any

## **IV. Episodic or Unscheduled Telework**

- a. Managers may approve Ad Hoc Telework to allow employees to work at home for reasons that are inclusive of the policy's purpose. Employees shall not be authorized to perform Ad Hoc Telework as a dependent care accommodation.

- b. Ad Hoc Telework will be permitted with the authorization of the employee's manager, subject to the Division Director's or designee's review, on a case-by-case basis. The terms of Ad Hoc Telework may be clarified in a written agreement.
- c. If an employee performs telework on a regular, rather than on an occasional basis, the telework then becomes Routine Telework and a Telework Agreement must be entered into.

**V. Terms of Employment**

- a. Telework does not otherwise alter the basic terms and conditions of employment including wages, overtime compensation, insurance benefits, paid leave, etc.
- b. County and departmental policies, rules, and practices shall apply at the telework site, including, but not limited to, those governing communicating internally and with the public, employee rights and responsibilities, code of conduct, anti-discrimination, equal opportunity, dress code, confidentiality of data, safety, etc.

**VI. Work Hours and Accessibility**

- a. Work Hours and Scheduling
  - i. Telework arrangements must comply with any applicable state and federal laws including wage and hour laws which regulate the payment of overtime for non-exempt employees.
  - ii. Employees must receive advance approval from their manager for any overtime work or flexing of their telework schedule. Employees must also report to their manager any absences from duty during telework hours in the same manner as if they were scheduled to be at their assigned duty station.
  - iii. Employees will not be paid for travel between the telework site and the employee's official workstation. Any travel from the telework site and meetings at locations other than the employee's official workstation shall be compensated in accordance with state wage and hour laws.
- b. Accessibility
  - i. Teleworkers shall attend job-related meetings, training sessions, and conferences, as requested by managers. Teleworkers may be requested to attend "short notice" meetings. When possible and effective, telephone conference calling may be offered as an alternative to in-person attendance.
  - ii. Teleworkers will maintain accessibility via telephone, email, fax and/or pager during agreed upon work hours.
  - iii. The employee shall promptly notify the manager when unable to perform work assignments due to equipment failure or other unforeseen circumstances. Managers may reassign employees to another project and/or work location in the event of equipment failure.
- c. Family Care and Duties
  - i. While telework may facilitate employees working around family responsibilities, employees who telework must have day care or other supervision for any member of the household requiring care through the workday. Telework is not to be viewed as a substitute for dependent care.

**VII. County Owned Equipment**

- a. All personnel rules and department work rules regarding personal use of county equipment apply to employees using county equipment at a telework site.

- b. The security of county property in the home is as important as it is in the office. Telework employees are expected to take reasonable precautions to protect county equipment from theft, damage, or misuse.
- c. The employee may be held liable for damage caused by negligence or intentional damage. The county will provide for repairs to county owned equipment. Any such repairs will take place at County facilities or by an authorized vendor.

**VIII. Employee-Owned Equipment**

- a. If county issued equipment is not otherwise available, teleworkers may use their personal computer equipment and/or software for telecommuting purposes.
- b. The employee will be responsible for the maintenance of their equipment and software, and for ensuring that their software meets appropriate guidelines. The county will not be responsible for damages or losses that occur to the employee's equipment and real property resulting from the telework process.
- c. Information produced by teleworkers in the pursuit of county business is subject to public record requirements regardless of the ownership of equipment used.

**IX. Workplace Health and Safety**

- a. The county's responsibility and accountability for employees' health and safety while working at home is essentially the same as that when employees work in their assigned county work location. For this reason, employees are required to maintain a separate, designated work area at home.
- b. Teleworkers will be expected to set up and maintain the designated workspace in a safe, unobstructed and clean fashion and maintain the designated work area so that it complies with all laws regulating work areas.
- c. The Telework Safety Checklist (Appendix B) must be completed prior to any telework activity governed by this policy.

**X. Training**

- a. Routine telework employees and their manager must sign up for FBCHHS provided Telework training and participate in the class within one (1) month of the approved Telework Agreement start date.

**XI. Work Productivity**

- a. At the manager's request, employees must provide evidence of work outputs which includes but is not limited to the following: work time study, daily/weekly reporting tools, etc. Additionally, at the manager's request, a comprehensive report can be requested via an employee monitoring tool regarding an employee's work output, location, browsing history, etc.

- XII. All staff shall adhere to all County Policies, including the Employee Information Manual.

## 6. PROCEDURES

- I. The employee and their manager will collaborate to create a mutually suitable Telework Agreement including the tasks or scope of work to be completed at the telework site, the time frames for completion, and how work will be reported and evaluated. Both parties sign the agreement and submit it to the Division Director or their designee. Once the agreement has received the necessary approval, a copy of the agreement will be placed in the employee's personnel file.

- II. The manager shall contact the Information Technology Department's Help Desk for any technical support needs of the teleworker.
- III. Each telework employee and manager shall develop a list of objectives and methods to measure the Telework Agreement's success. These objectives and measures should be reviewed and updated periodically to assure the continued success of the telework arrangement.
- IV. The manager shall notify the employee of Risk Management's safety training and site- specific hazard assessment services. Managers and employees shall work collaboratively to identify safety training opportunities and address any areas of concern identified in the Telework Safety Checklist.
- V. Employees and managers who participate in a Telework Agreement are expected to educate themselves on what their responsibilities are regarding Telework. Employees and managers are required to attend a county training course designed to prepare them for the telework experience.
- VI. Telework Managing Officer
  - a. FBCHHS will designate a Telework Managing Officer (TMO). The TMO must be an executive official of the FBCHHS Department who has direct access to the head of the Department. The TMO will help the FBCHHS Department incorporate Telework into everyday business operations. The TMO is responsible for:
    - i. Policy development and implementation related to Department Telework Policy.
    - ii. Serving as an advisor for FBCHHS Departmental Leadership Team.
    - iii. Serving as a resource for managers and employees on Telework.
    - iv. Serving as the primary point of contact with the FBCHHS Executive Leadership Team on Telework with reporting duties to all key stakeholders regarding the departmental use of public funds in telework activities.
  - b. The TMO, assumes the duty of gathering information on Telework from various internal sources and reporting findings to Human Resources as needed. The TMO's duties extend beyond the operational day-to-day aspects of Telework, including policy development and advising management of the Department's Telework Policy. All FBCHHS Division Directors are responsible for providing information and data to the TMO when requested.
- VII. Reporting
  - a. Each FBCHHS Division shall maintain records related to the administration of their Telework opportunities, which includes:
    - i. The total number of employees in each division participating in the opportunity
    - ii. The number and percentage of employees who are eligible to Telework
    - iii. The number and percentage of eligible employees who Telework and the number of days per pay period
    - iv. The method of gathering data
    - v. An explanation of whether the Division met goals; and if not, what actions are being taken to identify and eliminate barriers to maximizing Telework opportunities
    - vi. An assessment of progress in reaching Telework participation rates and other goals relating to Telework, such as the impact of Telework on:
      - 1. Emergency readiness
      - 2. Recruitment and retention

3. Performance productivity
4. Employee attitudes and opinions regarding Telework
5. Best practices in the department's Telework opportunity

## 7. FORMS

- **Appendix A.** Fort Bend County Health and Human Services Telework Agreement
- **Appendix B.** Telework Safety Checklist

## 8. RESPONSIBILITIES

Position or Office	Responsibilities
Division Directors/ Managers	Ensure all staff have access to and have acknowledged the policy. Identify, address, and report any policy or procedure violations
ALL Employees	Follow this Policy and Procedure.
Telework Managing Officer	Manage the Telework Policy

## 9. RELATED INFORMATION

Not Applicable

## 10. CONTACTS


Office	Phone	Email
PPI	281-238-3233	HHS-PPI@fortbendtx.gov

## 11. POLICY URL

All FBCHHS Internal Policies can be accessed in eConnect at: <https://econnect.fortbendcountytexas.gov/documents-forms/health-human-services/>

## 12. EXECUTIVE APPROVAL

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Signature	Print Name	Date
	Letosha Gale-Lowe, M.D.	05/01/2024

## APPENDIX A



### TELEWORK AGREEMENT

#### EMPLOYEE INFORMATION

Employee Name:			Employee Number:	
Division:			Manager Name:	
Classification:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	Telework Start Date:	
Telework Address:				
Telework Phone:			Fax:	
E-mail:				

#### TELEWORK EVALUATION AND REVIEW

Criteria that will be used to evaluate the success of the Telework Agreement:

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Telework Agreement will be evaluated:

<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Bi-Annually
First Telework review Date:		Next Review Date:

#### TELEWORK SCHEDULE

The employee agrees to perform agreed upon duties and be accessible to the county on the following works days:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Start Time							
End Time							
Total Hours							

#### ACCESSIBILITY AND COMMUNICATION

The employee agrees to structure their time to ensure attendance at required meetings and events as designated by their manager. The employee further accepts the special responsibility to facilitate communicate with customers and colleagues while on a telework schedule.

The employee agrees to be available during scheduled work hours on telework days using the following methods (check all that apply):

<input type="checkbox"/> Teams	<input type="checkbox"/> Phone	<input type="checkbox"/> E-mail	<input type="checkbox"/> Voice mail/answering machine
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Describe how incoming calls at the official duty station (current work location) be handled on telework days:

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The employee agrees to check their voicemail and/or call in to the official duty station for messages (enter number) times per day at approximately the following time(s) of day while teleworking (specify):

--

Long distance phone charges made by the employee while working at telework site will be handled as follows:

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## PERFORMANCE MEASURES

The employee agrees to keep their manager regularly informed of their progress on telework assignments and agrees to keep their manager informed of any problems experienced while teleworking

Tasks to be completed while teleworking	Timeframe for completion	Method and frequency tasks will be reported to Manager	How tasks will be measured for success

\*\* Attach additional sheets as necessary – be as detailed as possible \*\*

## EQUIPMENT/SERVICES

The following equipment/services will be provided to the employee by the county (check all that apply):

<input type="checkbox"/> Phone	<input type="checkbox"/> E-fax	<input type="checkbox"/> Printer	<input type="checkbox"/> Mouse/ Keyboard
<input type="checkbox"/> Wi-fi	<input type="checkbox"/> Computer	<input type="checkbox"/> Scanner	<input type="checkbox"/> Computer Monitor(s)
<input type="checkbox"/> Other equipment (specify):			
Remote network access (VPN) provided?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

The employee will provide the following equipment/services (check all that apply):

<input type="checkbox"/> Phone	<input type="checkbox"/> E-fax	<input type="checkbox"/> Printer	<input type="checkbox"/> Mouse/ Keyboard
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<input type="checkbox"/> Wi-fi	<input type="checkbox"/> Computer	<input type="checkbox"/> Scanner	<input type="checkbox"/> Computer Monitor(s)
<input type="checkbox"/> At-home Internet Service	<input type="checkbox"/> Office furniture	<input type="checkbox"/> Other equipment (specify):	

## IMPORTANT NOTICES FOR EMPLOYEE(S)

### Reimbursement Information

Generally, Fort Bend County does not reimburse costs associated with teleworking and will not pay or reimburse the employee for:

- Time involved in travel between the official workstation and the telework site.
- Purchasing computer equipment, internet service, or printer/ink cartridges.
- Any purchase, service charge, or cost related to telework that is not specified in this agreement.

### Fort Bend County Property and Records

The employee agrees that documents or other records required to be retained and are used, developed, or revised while teleworking will be securely transferred the following workday to the official workstation.

The employee understands and agrees that all equipment, records, files, manuals, forms, materials, supplies, computer programs and other materials furnished by the county, or generated or obtained on behalf of the county during employment shall remain the property of the county. The employee understand that they are the holder of this property for the sole use and benefit of county and will take all reasonable precautions to safely keep and preserve such property, as well as maintain confidentiality except as disclosure is required in normal business operations.

### Employee-Owned Property and Equipment

Any employee-owned property and equipment used for county business may subject to a public records request, subpoena, court or administrative order, or privacy/security violation investigation and may require the employee to provide the county with full access to such equipment. If the equipment is a personal computer, the employee understands the county may need to copy the contents of the hard drive.

### Employee Computer Security

The employee understands he/she is responsible for following all security guidelines issued by the county's Information Technology Division including ensuring software and applications are currently updated with security patches, maintaining a personal firewall, secure Wi-Fi, and updated anti-virus and anti-spyware programs, and keeping their operating system configured securely.

### Health, Safety and Ergonomics

The employee acknowledges the county has the right to visit their Alternate Duty Station during normal work hours to ensure that it meets county safety standards; these routine visits will be scheduled with at least twenty-four (24) hours advance notice. The employee also acknowledges that "short-notice" inspections may occur after an incident or accident occurs.

The employee understands they may request Risk Management training and/or an assessment of their homework area to provide strategies to improve the health, safety, and ergonomic wellbeing of the teleworking employee.

A copy of this agreement will be placed in the employee's personnel file.

## ACKNOWLEDGMENTS

The employee acknowledges that their employment is principally located in the State of Texas. If the employee teleworks in another state, the employee agrees to follow standard county reporting procedures and will file any claim in the State of Texas and not in any other state, regardless of the state in which the illness or injury occurred.

### Telework Site Safety Checklist:

Has the employee completed the Telework Safety Checklist and the Manager has reviewed it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Dependent Care:

Does the employee have dependents requiring care during telework?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, does the employee have dependent care to relieve them from primary-care responsibilities during telework hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Training:

Has the employee completed the Fort Bend County's telework training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the employee Manager completed the Fort Bend County's telework training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## TERMINATION OR SUSPENSION OF TELEWORK AGREEMENT

1. Teleworking is a privilege rather than a universal employee benefit or right. The county has the right to offer telework to an employee and to unilaterally terminate a Telework Agreement at any time.
2. Telework is a voluntary opportunity unless specifically stated as a condition of employment. Employees may decline telework if the option is presented. The employee may also discontinue the arrangement at any time, unless otherwise specified in the Telework Agreement.
3. Telework may be suspended at any time and/or based on FBCHHS operational needs.
4. Managers should monitor the work environment for any negative effects a telework assignment may have on the workload or morale of the co-workers of the employee and may need to suspend or terminate the telework assignment to ensure equal workloads and harmonious relations amongst staff.

## APPROVAL(S)

I have read and understand this agreement and the telework policy and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree that the sole purpose of this agreement is to regulate telework and that it constitutes neither an employment contract nor an amendment to any existing contract or county policy.

Employee Signature:		Date	
Manager Signature:		Date:	
Division Manager:		Date:	

## APPENDIX B



### TELEWORK SAFETY CHECKLIST

#### EMPLOYEE INFORMATION

Employee Name:		Employee Number:	
Division:		Manager Name:	
Classification:		Telework Start Date:	
Telework Address:			
Telework Phone:		Fax:	
E-mail:			

#### TELEWORK EVALUATION AND REVIEW

This checklist is used to assess the overall safety of the telework designated location. The checklist must be completed prior to the teleworking start date and submitted to the employee's manager for review. Employee(s) will retain a copy of this checklist for their records. A copy of this checklist will be placed in the employee's personnel file.

#### DESIGNATED WORKSPACE

1. Are temperature, noise, ventilation, and lighting level adequate for maintaining your normal level of job performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are all supplies and equipment (both County and employee-owned) in good condition and can be safely used as intended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is storage organized to minimize risks of fire and spontaneous combustion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do all electrical enclosures (switches, outlets, receptacles, junction boxes) affecting the designated workspace have tight fitting covers or plates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are aisles, doorways, and corners free from obstructions to permit visibility and movements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are the file cabinets and storage closets arranged so drawers and doors do not enter walkways?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Are heavy items securely placed on sturdy stands close to walls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

10. Are phone lines, electrical cords, and surge protectors secured under a desk or along a baseboard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Are computer components kept out of direct sunlight and away from heaters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## EMERGENCY PREPAREDNESS

1. Are emergency phone numbers (nearest hospital, fire department, police department) posted in the telework workspace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is a first aid kit easily accessible and periodically inspected and replenished as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. In case of fire, is there a primary exit path free of obstruction and easy to use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## ERGONOMICS

1. Is your desk, chair, PC, and other equipment of appropriate design and arranged so that:		
a. Neck and shoulders are not stooped to view the task	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. There are no pressure points on any part of the body (wrists, forearms, back of legs)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. There is no glare on the terminal screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Work can be performed without eye strain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. There is no strain on any part of the body for static tasks over 20 minutes	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employee comments after designated workspace inspection:

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Telework Agreement will be evaluated:

<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Bi-Annually
First Telework review Date:		Next Review Date:

## ACKNOWLEDGMENT

I have completed the checklist as accurately and honestly to the best of my knowledge. I understand that I have the right to request Risk Management to conduct a risk assessment of my telework site, to ask questions, or to have additional training provided.

Employee Signature:		Date	
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### Division Manager/Manager:

I have reviewed the checklist and discussed any areas of concern with the employee.

Manager's Signature:		Date:	
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