



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: WORKING FROM REMOTE LOCATIONS

Number: ES-4.04.05

Approved: May 12, 2008

Originator: Employee Services

Review: May 12, 2013

I. PURPOSE AND SCOPE

To establish criteria for Lake County Board of County Commissioners employees who are required to conduct County business from remote locations. This procedure applies to all employees of the Lake County Board of County Commissioners.

II. DEFINITIONS

- A. County Business: Any action performed by an employee in the scope of their employment, including checking County email, logging into software applications for work purposes, etc.
- B. Remote Location: Any place other than the employee's designated work area, e.g. employee's home.

III. PROCEDURES

- A. Lake County has provided a means for employees to conduct County business from remote locations via the web-user portal. This program should be viewed as an administrative convenience for employees and not a means to circumvent established work schedules and/or locations.
- B. **NON-EXEMPT EMPLOYEES.** All employees who are in classifications deemed to be non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) must obtain approval from their supervisor prior to conducting County business from any remote location and/or performing work outside of normal business hours. Employees are required to document all time worked on their time sheets.

- C. SUPERVISORS OF NON-EXEMPT EMPLOYEES. County supervisors are responsible for ensuring that:
1. All employee time worked is properly documented.
 2. Work conducted under the scope of this procedure is necessary for supporting the departmental mission and cannot be completed during normal business hours and/or at the employee's assigned work area.
 3. A realistic amount of time is allocated for the completion of assigned work.
- D. EXEMPT EMPLOYEES. Employees who are in classifications deemed to be exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) do not receive compensation for hours that exceed a normal 40 hour work week. Therefore, exempt employees do not need prior approval to work from home outside their normal work schedules. However, supervisory approval is required when an exempt employee intends to substitute any portion of the normal work day to conduct County business from any remote location.
- E. LEAVE OF ABSENCE. An employee on a leave of absence under the Family and Medical Leave Act (FMLA) or other leave of absence may work from home under limited circumstances. Special considerations apply; therefore, supervisors should coordinate such requests with the Employee Services Office to ensure compliance with applicable regulations.

IV. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved by: Cindy Hall, County Manager
Date: May 12, 2008

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