



DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE Guidelines for Remote Access	Approval Date
POLICY CUSTODIAN Human Resources	Revision Date

Guidelines for Remote Access

With the advent of greater technology comes the inevitable change to our work processes. Although these changes certainly can provide an opportunity to gain greater efficiencies, we also want to ensure that we continue to respect the distinction between “work time” and “family time” that we value at the County. In considering this, it is our goal to provide guidelines that will be applicable to employees and consistent with the Employee Handbook and Fair Labor Standards Act. Elected Offices and Departments may have additional requirements and guidelines that appropriately fit their operations. Those requirements will govern in the event of a dispute.

1. Employees must understand and adhere to all office and department requirements regarding remote access.
2. All employees who are non-exempt (eligible for overtime) will be required to track and record any and all time worked from a remote site. This time is considered “worked time” and as such is compensable and must be recorded on a daily basis.
3. Employees (exempt and non-exempt) may not choose to remotely access the system as a method of altering their normal approved work schedule. (e.g., An employee may not unilaterally decide to work from home, via remote access, as a method of reporting to work late or leaving early). Any such modification of your normal work schedule must be pre-approved by your supervisor and may change if operational needs dictate.
4. Additionally, as is our normal practice, a supervisor must approve in advance, all overtime hours to be worked.
5. Use of remote access without prior supervisory approval may result in disciplinary action.
6. An employee who is on an approved leave of absence is asked to refrain from using remote access unless they are medically cleared to return to duty.
7. Remote access technology is not to be used for personal reasons. When using remote access, employees are reminded that they are expected to adhere to the same rules and regulations that are in place during their normal work hours. This includes, but is not limited, to all policies and procedures as outlined in the Employee Handbook, County

policies and all other IT policies pertaining to the use of email, passwords, data storage, software applications or other related technology.