



## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

### CCOC EMPLOYEE TELECOMMUTING POLICY

#### OBJECTIVE

To establish guidelines and procedures for telecommuting as an alternative work arrangement to:

- attract and retain a diverse and talented workforce,
- reduce costs,
- improve productivity,
- accommodate special needs of employees,
- accommodate emergencies,
- increase employee motivation,
- better address work and family demands,
- and further the goals of the Clerks of Court Operations Corporation (CCOC).

#### OVERVIEW

The CCOC supports telecommuting one or more days a week as an alternative work arrangement and encourages supervisors to implement telecommuting work plans, where appropriate, for eligible positions. Guidelines and criteria for telecommuting are outlined in this policy. This policy intends to allow employees and their supervisors to design their own telecommuting arrangements in accordance with the provisions of this policy.

#### DEFINITIONS

Eligible Positions – CCOC positions that can perform their regular duties and responsibilities of their positions through the use of computers or telecommunications.

Established Telecommuting Hours – the agreed-upon work hours of an employee while telecommuting.

Telecommuting – A work arrangement whereby employees are allowed to perform the regular duties and responsibilities of their positions, through the use of computers or telecommunication devices, at home or another place apart from the employee's usual place of work.

Telecommuting Work Plan – an agreement between the employee and the CCOC regarding telecommuting days and work hours, including length of meal breaks.

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Temporary Telecommuting – a situation that arises and prohibits an employee from performing the regular duties and responsibilities of their positions at the main CCOC office for up to 10 business days.

Unexpected Telecommuting – an unexpected, unforeseen situation that arises suddenly and prohibits an employee from performing the regular duties and responsibilities of their positions at the main CCOC office.

### **POLICY**

The remote work program is not a formal employee benefit or an entitlement. It is an alternative method of meeting the needs of the CCOC and its employees, if appropriate, for the duties and responsibilities of the position. Employees are not required to work remotely and have the right to refuse to remote work if the option is made available to them.

1. Employees and supervisors are encouraged to work together to develop a Telecommuting Work Plan that meets the needs of the CCOC and the employee.
2. Termination of Agreement: Employees have the right to terminate a Telecommuting Work Plan at any time and report to the main CCOC office instead. The employee should communicate with their supervisor regarding the change in their telecommuting status. The CCOC has the right to terminate a Telecommuting Work Plan with written notice to the employee of no less than 10 business days.
3. Attendance and Pay: All pay, leave, and travel entitlement will be based on the employee's official office. The employee's time and attendance will be recorded as if performing official duties at the CCOC office.
4. Paid Time Off (PTO): The CCOC's PTO policy remains unaffected by the telecommuting agreement. Any requests for time off need to be pre-approved by the employee's immediate supervisor.
5. Performance Evaluation: The evaluation of the employee's job performance will be based on established standards of the CCOC. Performance must remain satisfactory for an employee to continue telecommuting.
6. Dependent care or childcare: Telework is not a substitute for dependent care or childcare. Employees are expected to make dependent and childcare arrangements when they work at the telework site. If such care is unavailable, the employee is expected to take PTO or other leave, as appropriate.
7. Meetings: Employees participating in telework are prohibited from conducting face-to-face meetings at the alternative worksite if it is the employee's home.
8. Work Assignments: Delivery or pick-up of materials, work assignments, and equipment maintenance should be handled at the CCOC office. The employee will meet with their

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supervisor to receive assignments and review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor and attend all required meetings and/or training sessions.

An employee may be required to work at the CCOC office on regular telecommuting workdays during regular work hours to meet workload requirements and demands, work-related meetings, emergencies, trainings, or other events.

9. Records Security: The employee must apply approved safeguards to protect CCOC records from unauthorized disclosure or damage and comply with applicable public records requirements outlined in Chapter 119, F.S. All records, papers, and correspondence must be safeguarded for return to the official worksite. The releasing or destroying of any records will only be done at the CCOC office, in accordance with statutes, regulations, and the CCOC records retention policy. Computerized files are considered official records and are similarly protected.
10. CCOC-Owned Equipment: To effectively perform assigned tasks, the employee may use CCOC equipment at the employee's telecommuting location with the approval of the CCOC. The equipment must be protected against damage and unauthorized use. CCOC owned equipment will be serviced and maintained by the CCOC. The employee's responsibility is to promptly report any equipment and/or software problems to their supervisor or the CCOC's technology help desk.
11. Employee-Owned Equipment: An employee may use their personal equipment for telecommuting purposes. Equipment provided by the employee will be at no cost to the CCOC and maintained by the employee. The CCOC technology help desk may be consulted for work-related assistance at the employee's risk. The CCOC is not liable for damages sustained to the employee's personal equipment while performing work-related activities.
12. Travel: Travel from home to the CCOC office will not be reimbursed. All travel entitlement will be based on the main CCOC office.
13. Income Tax: It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The CCOC will not provide tax guidance nor assume any additional tax liabilities.
14. Reimbursement: The CCOC will not purchase or reimburse employees for the cost of internet use. The employee may be eligible for reimbursement of authorized expenditures with prior approval. Office supplies and other items needed for use while telecommuting can be organized with the employee's supervisor before beginning a Telecommuting Work Plan.
15. Liability: The CCOC will not be liable for damages to the employee's property due to participation in the telecommuting program. The employee certifies that their home

provides a safe working environment free of all safety and fire hazards. The CCOC is not responsible for operating cost, home maintenance, or any incidental cost (e.g., utilities) associated with using the employee's residence. The employee agrees to hold the CCOC harmless against any and all claims, excluding worker's compensation claims arising in the course of employment.

16. Workers' Compensation: The employee is covered by workers' compensation if injured while performing official duties at the telecommuting location. If an injury is determined to have been caused by employee negligence or the employee's failure to maintain safe working conditions over which the employee had control, the employee may be subject to disciplinary action.

### PROCESS

To ensure accountability and compliance with public records and retention laws, alternative work schedules may be established according to the following procedures:

1. An employee must request a telecommuting agreement via email to their supervisor. The email must include:
  - a. the Telecommuting Work Plan requested (include the telecommuting hours requested, length of meal breaks, etc.)
  - b. the length of the telecommuting request
  - c. Example: An employee requests to work from home on Mondays and Tuesday from 8 AM to 5 PM with a one-hour break for the next 6 months.
2. Supervisors shall review telecommuting requests and work with the employee to make necessary adjustments.
  - a. If approved by the supervisor, a work plan for the telecommuting request should be designed to fulfill operational demands and other appropriate criteria.
  - b. Plans shall be submitted via email to the Executive Director for approval before implementation.
    - i. This does not include unexpected or temporary telecommuting due to the employee's illness or an immediate family member or other family emergency requiring ten business days or less outside the CCOC office. The supervisor can approve this on an as-needed basis with appropriate documentation.
3. The Executive Director shall provide written approval or denial of a proposed work plan via email to the employee and their supervisor.
  - a. Copies of denied or approved Telecommuting Work Plans will be recorded in the employee's HR file.
  - b. Denials of proposed Telecommuting Work Plans should include a justification for the denial or request for modification and resubmission.
4. Modifications to approved Telecommuting Work Plans can be made at any time by the employee or supervisor and resubmitted to the Executive Director for final approval.
5. Once a Telecommuting Work Plan is approved, the employee and supervisors will sign the CCOC Telecommuting Agreement and place it in the employee's file.
6. Supervisors should routinely review Telecommuting Work Plans to ensure the operational needs of the CCOC main office are continually met.