

COUNTY OF



ALLEGHENY

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COUNTY EXECUTIVE

Name Of Policy: Hybrid Remote Work Policy	Date Issued: 5/21/25
Date(s) Revised:	Issued By Direction Of:  John Fournier County Manager, Allegheny County

1. Introduction

1.1 Background

Allegheny County of Pennsylvania (henceforth referred to as “County”) is committed to providing a positive and flexible working environment for its employees. As part of this commitment, remote-work arrangements are available for certain County Departments and positions based on job duties and responsibilities and as approved by each Department Head. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a County-wide benefit, and it in no way changes the terms and conditions of employment with the County. This Policy outlines the responsibilities and guidelines for working remotely, as well as the responsibilities and commitments applicable to all.

1.2 Purpose

The County allows employees to work remotely based on its determination that a remote-work arrangement is appropriate based on the County’s and Department needs and the employee’s ability to perform the job remotely in an effective manner. Should those needs change, the County reserves the right to change the remote working arrangement at any time.

1.3 Scope

This policy applies to all employees eligible for remote work.

Disability Accommodation Requests

This policy does not apply to requests for reasonable accommodation for a disability under the Americans with Disabilities Act (ADA) or applicable state or local law. Employees requesting to work remotely as a reasonable accommodation for a disability should follow the procedures outlined in the County’s Americans with Disabilities Act Reasonable Accommodations Policy.

1.4 Compliance

Those who violate this Policy may be subject to disciplinary action up to and including termination.

1.5 Policy Review and Update

This document, and its supporting policies, standards, and procedures, will be reviewed and updated as needed by County Leadership to ensure this arrangement is appropriate for County needs. In the event this Policy is deemed to no longer be feasible, the County Manager will provide employees with a minimum of **14 days’ notice** of its rescission.

2. Eligibility and Requirements for Remote Work

2.1 Position Eligibility for Remote Work

Not all positions with the County are conducive to remote work. Before approving any remote-work arrangement, the County Manager will evaluate each position in the County to determine whether it may be performed by a remote employee. If a job may be performed remotely, the Department Head or their designee and the employee may then determine if the terms and conditions of the remote-work arrangement can be met.

2.2 Employee Eligibility

To be approved for remote work, the employee must have worked for the County for at least six (6) months and have been in their current position for at least three (3) months; must be currently employed in a department and position that has been determined by the County Manager to be eligible for remote work; must not have received a negative performance evaluation or been placed on a performance improvement

plan in the last twelve (12) months; must possess good time-management and organizational skills; and must be self-motivated, self-reliant and disciplined. All remote-work arrangements must be approved in advance by the employee's Department Head or their designee. Permission to work remotely is at the County's discretion and can be withdrawn at any time and for any reason.

2.3 Requests to Work Remotely

Full-time employees who are employed in a remote-eligible position may apply to work remotely after six (6) months of employment, or after three (3) months of moving into a new (remote-eligible) position. The County Manager may waive these time requirements at the request of the employee's Department Head.

A request to work remotely shall be submitted in writing to the Department Head or the person designated by the Department Head to receive and process remote work requests.

Upon receipt of a request, the County may contact the employee for additional information or to ask for clarification as to how the employee will comply with all remote work rules and procedures.

2.4 Ineligibility for Remote Work

An employee may become ineligible for remote work or be required to return to a full-time in-office schedule if:

- The employee is disciplined for violation of any County policy, including this Policy, within the prior 12 months;
- The employee receives a negative performance evaluation or is placed on a performance improvement plan within the prior 12 months;
- The employee is determined to not be available and working during the employee's assigned hours and work schedule; or
- The employee's supervisor or Department Head determines that the position is no longer eligible for remote work due to other County needs.
- Other related performance or management reasons.

Changes to an employee's eligibility for remote work may occur with or without notice. Eligibility decisions may not be appealed.

2.5 Written Remote Work Agreement

When a request to work remotely is approved, the employee will be required to sign a written Remote Work Agreement by and between the employee and their Department Head (or their designee) that explains:

- Permission to work remotely can be withdrawn at any time.
- The agreed-upon hours of work and how hours will be recorded.
- The employee's work schedule, including any flexibility or fluctuation that may be desirable from both the employee's and management's perspective. While a set schedule is desirable, some employees may need more flexibility based on job requirements. The agreement should detail those arrangements and how scheduling will be handled when flexibility is desirable.
- Expectations regarding how frequently the employee and their supervisor will communicate (for example: daily phone calls, email updates, reports of work performed).

- Employee responsibilities, including safeguarding County equipment and confidential information as well as consulting local tax and zoning ordinances that may impose requirements on the employee or impose limits on conducting business from the employee's home.
- Workspace setup, including ergonomics.
- Specific restrictions on times when remote work will be allowed or suspended based upon specific anticipated needs. For instance, Administrative Services may temporarily suspend remote work leading up to an election because of labor needs, or the Medical Examiner may temporarily suspend remote work for any employee who may be subpoenaed to appear in court on short notice.
- Overtime will not be paid unless specifically approved by the employee's supervisor in advance.

3. Remote Work Rules and Procedures

3.1 County Policies Remain in Effect

Employees permitted to work remotely must continue to abide by the County Employee Handbook and all employee policies including, but not limited to, Anti-Discrimination and Harassment policies, Electronic and Network Security and Acceptable Use policies, County and Department Privacy policies, and County Workplace Safety policies. Failure to follow County policies may result in termination of the remote-work arrangement and the imposition of discipline up to and including termination.

Employees are prohibited from performing any unauthorized work during their scheduled work hours.

3.2 Remote Work Schedules

Employees may be approved to work remotely for up to two (2) days per week. The number of remote workdays must be approved by the employee's Department Head, or such other person designated by the Department Head. In exceptional circumstances, the County Manager may approve an employee to work remotely for up to five (5) days per week upon the recommendation of the employee's Department Head.

To allow for appropriate work site coverage for employees, positions, and job responsibilities the days that an employee will work remotely will be determined in advance as much as is feasible. Employees working on a regular remote work schedule may not change their remote workdays without prior approval by their Department Head or such other person designated by their Department Head.

There may be some limited instances where an employee's remote-work schedule cannot be the same every week, and in those circumstances departmental leadership must implement a way for remote schedules to be determined in advance and communicated to leadership and colleagues in the workplace. Employees may be required to work at their regular County work location on one or more additional days per week at the discretion of their manager or the Department Head, to ensure on-site coverage for their position. At least one Department Head, Deputy Head, or other senior departmental leader must be working in person at all times to ensure continuity of departmental leadership. Employees may work remotely on either Monday or Friday, but not both Monday and Friday.

If circumstances require the remote working employee's presence at a regular work location function, meeting, or other event, the employee is expected to report to their regular work location, even if the

event occurs during normally scheduled remote work hours. Department Heads may require full-time in-person work for periods during the year that coincide with heavier work flows or work obligations.

3.3 Hours of Work

Employees who are approved for remote work are expected to maintain their regularly scheduled work hours as approved by their manager. Employees must be available during designated work hours unless otherwise arranged and approved in advance by the employee's supervisor.

FLSA non-exempt (hourly) employees must have prior written approval from their manager to work beyond the normal workday, and they are required to record all hours worked in the timekeeping system each pay period, including any hours worked remotely.

3.4 Communication

While working remotely, employees are expected to be reachable by telephone, e-mail, instant messaging, and/or any other regularly used methods of communication during their scheduled work hours, and to promptly respond to calls/emails/instant messages the same as if they were working at their regular work location.

Employees are responsible for maintaining regular contact with their manager or direct supervisor. The County expects the manager and the employee to keep each other apprised of appropriate information obtained throughout the workday, and to provide regular, frequent two-way feedback to ensure the employee is on track to carry out their responsibilities and achieve the goals of their position.

Employees must ensure access to adequate internet services to communicate electronically and perform the daily functions of their position. Employee laptops may already be configured with a software-based telephone client that will be used in place of the employee's desk land line when they are working remotely.

It is the responsibility of a remote working employee to cover all costs and take whatever necessary actions are required to have reliable internet at their places of remote work, including in their residence.

3.5 Performance

Employees are required to maintain the same level of productivity, good performance, communication, and responsiveness standards as if they were working at their regular work location. Working remotely does not change the basic terms and conditions of employment with the County. All employees are required to perform their duties as set forth in their job description (unless expressly instructed otherwise by management) in accordance with the County's performance standards.

Employees are required to be dedicated to County business during their work schedule, and will not conduct work for other employers, engage in consulting or freelance activities, or attend classes, programs, or events that are not pre-approved by their manager. Remote work is not a substitute for childcare, elder care, and/or any other type of caregiving; the employee must continue to plan for such care to the same extent as if the employee was working from their regular County work location.

3.6 Remote Work Area

Employees who request and are approved to work remotely will establish and maintain, at their own expense, a dedicated workspace that is safe and hazard-free. Employees must comply with all legal, compliance and other security policies and requirements related to their workspace. In general, employees should maintain a designated, clean, professional, and safe workspace. Furthermore, the County and its employees must comply with all privacy laws (including, but not limited to, HIPAA, Juvenile Records Laws, and Dependency Records Requirements) and all other contractual confidentiality obligations. In certain

instances, this will require the employee to have a dedicated and private workspace, especially if the employee is discussing sensitive or confidential information, including but not limited to Protected Health Information or other confidential or sensitive information. If an employee is unable to provide such a space, they may not be approved for remote work.

Because liability may extend to accidents that could occur in the remote workspace, the County reserves the right to make on-site inspections, at a mutually agreed upon time, to ensure that safe work conditions exist, or make other reasonable arrangements to assess the work environment.

Employees may not work remotely while on “vacation” or otherwise travelling for leisure unless expressly given permission to do so by their Department Head. This does not preclude employees from working remotely from second homes, or other locations where they may otherwise regularly travel and work from. Employees may not work remotely outside of the continental United States unless they are attending a work-related conference or they are a direct report to the County Manager, in which case employees are expected to be available on an as-needed basis regardless of their location.

3.7 Meetings with Other County Employees and the Public

No in-person meetings, whether between co-workers or other members of the general public, are to be held at a private residence, including the employee’s private residence.

3.8 Internet Access and Connectivity

Employees who choose and have been approved to work remotely are responsible for maintaining high-speed Internet access at their remote workspace at their own expense.

In the event of a loss of internet connectivity, employees must immediately notify their supervisor that they do not have internet access or electrical power and again notify their supervisor when internet connectivity or electrical power has been restored. Employees must continue working during any temporary loss of power or internet connectivity. Employees will be required to report to the office to continue working during any period of extended internet or power loss, as determined by their Department Head or their designee.

3.9 IT Equipment/Office Supplies

To maintain confidentiality of County records and other confidential information, participating employees must use a County-owned and administered computer device to work remotely and comply with County policies governing computer use and confidentiality of information. The County will provide one set of standard equipment per user to include one (1) laptop, one (1) carrying case, one (1) headset, one (1) docking station, two (2) monitors, one (1) mouse, and one (1) keyboard. Portable equipment that may be moved between work locations include: laptop, case, headset and mouse. All other equipment is to remain on premise at Allegheny County.

Employees will not receive duplicate equipment for multiple locations. Employees approved to work remotely must agree to use equipment provided by the County and supplies they are provided with for business purposes only. County-owned equipment located at a remote workspace may not be used for personal activities.

Equipment supplied by the County will be maintained by the County, while equipment purchased and supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. The County will not dispatch to any employee’s remote workspace to address repairs. Should any County-owned equipment malfunction and require repair, the employee must immediately contact the County’s Department of Information Technology for repair or replacement. The County accepts no responsibility for

damage or repairs to employee-owned equipment. Employees should obtain pre-approval from their manager for reimbursement of specific remote workspace supplies, if necessary.

Any hardware or software purchased by the County and used for remote work remains the property of the County and must be returned to the Department of Information Technology when the remote-work arrangement or employment is terminated. This includes any County-issued supplies or equipment (i.e. laptop, cellphone, headsets, etc.). Any damage or theft of the equipment should immediately be reported to the employee's manager

Employees using County software must adhere to the manufacturer's licensing agreements. Software owned by the County may not be duplicated except as formally authorized by the Department of Information Technology and pre-approved by the employee's manager.

It will be the employee's responsibility to arrange for any installation of additional equipment or services (printer, internet service, etc.) necessary to facilitate working remotely. There will be no reimbursement for printing, phone, internet, or furniture for remote workspaces (except for approved requests, as appropriate), and all costs, whether relating to the initial setup or the maintenance of a remote workspace, will be borne by the employee.

Remote Work Equipment Procedure:

- Once remote work is approved, the employee's supervisor must contact the Department of Information Technology (DIT) at least 10 days before the remote work begins.
- DIT will review the employee's technology needs and recommend equipment based on the County's list of standard equipment. These standards help ensure quick delivery, easier support, and contained IT spend.
- The department requesting the equipment must provide budget account codes to DIT for any purchases. If DIT issues equipment from existing stock, the budget code will be used to replace inventory.

3.10 Security of Information and Records

Employees are responsible for providing a safe and secure location to keep all County-issued equipment (e.g., laptop computers) and documents (including, but not limited to, equipment and documents containing confidential County information and information protected by law including HIPAA, Juvenile Records Laws, Dependency Records Law, and other applicable laws and policies) and will not use or allow others to access or use such equipment or documents for any purpose. Employees working at remote workspaces will take all precautions necessary to secure sensitive information and prevent unauthorized access to protected information and follow all County data security and private information policies.

All equipment, files, and materials provided by the County or created during the course of employment shall remain property of the County and shall be returned to the County promptly upon termination of employment for any reason or upon request by the County. Further, regardless of employee's work location (remote, hybrid, field work, etc.), all employees are bound by the terms and conditions of the County's relevant data security and private information policies.

Employees must use secure remote-access procedures. Employees are responsible for the security of all documents and records in their possession while remote working and must adhere to the County's Information Technology and other security procedures to ensure confidentiality and security of data. All

employees, including those working remotely, agree not to share individual log-in passwords with any person.

All Employees agree that their access and connection to the County's digital network(s) may be monitored. If any unauthorized access or disclosure occurs, the employee must comply with incident reporting requirements.

3.11 Not a Substitute for Sick Time or for Caregiving Responsibilities

Remote work is a not substitute for sick time. Employees who are sick should take sick time and rest and recover just as they normally would. This Policy is not intended to prevent employees from recuperating properly from illness and should not be viewed as such by employees or management.

Additionally, employees may not work remotely as a means to facilitate caregiving for another individual in their life, whether that is for a child, a spouse, or another family member or friend. Employees who require time off for caregiving may utilize applicable county benefits to do so.

4. Workplace Injuries

4.1 Workplace Safety

The County complies with all applicable workers' compensation laws. Employees who choose to work remotely must establish and maintain, at their own expense, a dedicated workspace that is safe and hazard-free.

Employees must practice the same safety habits they would use in their regular county workspace and maintain safe conditions in their remote workspace. Employees must follow normal procedures for reporting illness or injury.

4.2 Reporting Job-Related Injuries

Remote employees are covered by workers' compensation for job-related injuries that occur in the employee's remote workspace during the defined work period. In the case of injury occurring while working, employees are to immediately report the injury to their supervisor and the County's third-party administrator for worker's compensation matters. The employee must follow all County policies and procedures for the reporting and treatment of a work-place injury.

4.3 No Liability for Non-Job-Related Injuries

The County assumes no responsibility for any activity, damages, or injury that is not directly associated or resulting from the official job duties for which the County has no ability to exercise control. The County is not responsible or liable for injury to any non-employee that accesses the employee's remote workspace.

The County assumes no responsibility for the employee's private property, nor does the County provide equipment or office setup other than the electronic equipment necessary for completion of job responsibilities.

5. Miscellaneous

5.1 Employees Covered Under a Collective Bargaining Agreement

This Policy shall not be applicable to employees employed under the terms and conditions of a collective bargaining unit unless and until such time as Allegheny County and the applicable Union bargaining representatives agree to the terms and conditions set forth herein. The choice of location in which to conduct

governmental operations are within a public employer's managerial prerogative and are not subject to collective bargaining. Accordingly, this Remote Work Policy is being implemented at the sole discretion of Allegheny County and may be rescinded at Allegheny County's discretion at any time.

Under no circumstances shall the terms set forth herein become effective for bargaining-unit members prior to the Union's bargaining representatives acknowledging and accepting the terms contained herein, including the acknowledgment that any decisions related to this Remote Work Policy shall not be subject to the grievance and/or arbitration process. To participate in this Remote Work Policy, any participating Union would be required to explicitly waive any claim of arbitrability and/or an unfair labor practice derived from or related to the terms of this Remote Work Policy. No contractual rights or benefits shall accrue to employees via this Remote Work Policy. Any decision relative to this Remote Work Policy, including but not limited to the decision to suspend or terminate the employee's remote-work arrangement, shall not be subject to review in any forum.

For participating Union(s), any remote-work arrangement involving a bargaining-unit member would be provided to the employee at Allegheny County's sole discretion. Any decision relative to such a remote-work arrangement, including but not limited to the decision to suspend or terminate the employee's remote-work arrangement, shall not be subject to the grievance and/or arbitration process outlined in the collective bargaining agreement.

This policy will become effective for each bargaining unit when a memorandum of understanding is agreed upon by and between each bargaining unit and the County indicating acceptance of the full terms of this policy.

5.2 County Office and Workspace

Employees who are approved for a remote-work arrangement and who work from a remote workspace at any point during their regular work week acknowledge that their assigned office or designated workstation at their regular County workplace may be converted into a shared workspace to make the best and most efficient use of County office space. If the employee terminates their remote-work arrangement, the County cannot guarantee an immediate return to a personal office or personal designated workstation.

5.3 Meetings and Video Calls

If circumstances require the remote working employee's presence at a regular work location function, meeting, or other event, the employee is expected to report to their regular work location, even if the event occurs during normally scheduled remote work hours.

Employees engaging in video calls or meetings while working remotely must continue to conduct themselves with the decorum expected as if they were attending a meeting in person. Employees acknowledge that they may be required to appear "on camera" during calls and meetings and are expected to dress in appropriate attire for such meetings and maintain a neat and organized workspace.

5.4 Parking

Employees who pay for parking at a County facility will not receive a discount on their parking fee as a result of working remotely.

Revision History

Version	Date	Summary of Changes
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1.0	5/21/25	First Version