



## APPROVED TELEWORK SCHEDULE

### APPENDIX B

The Wayne County Telework Policy outlines the eligibility requirements, restrictions, and approval process associated with telework. Telework is a practical way to operate County government and is a flexible work arrangement whereby an employee performs the duties and responsibilities of their position, as well as other authorized activities, at a location other than their official workplace.

Telework schedules may be established for a long-term or short-term period for employees with work tasks that can be performed in a location other than the employee's official County workplace, subject to the employee's Department Director or Elected Official approval. Approved telework forms must be annually renewed by December 1st and become effective January 1st of each year. An employee must obtain new approval for a telework schedule when changing department(s), division(s), elected office(s), or classification(s) within Wayne County.

Name:	Employee ID:
Job Classification:	
Email:	Telephone Number:
Department:	
County Work Location:	

DAY OF WEEK 1	WORK SCHEDULE			IN- PERSON	TELE WORK	TOTAL DAILY HOURS
	Start	Lunch	End			
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						



## APPROVED TELEWORK SCHEDULE

DAY OF WEEK 2	WORK SCHEDULE			IN- PERSON	TELE WORK	TOTAL DAILY HOURS
	Start	Lunch	End			
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

**TERMINATION OF TELEWORK**-It is the County's sole discretion whether to approve or terminate telework. The denial of a telework request or the discontinuation of telework is not considered discipline in and of itself, nor is such action subject to any grievance or appeal procedures.

**WAGES, BENEFITS, JOB RESPONSIBILITIES, PERFORMANCE EXPECTATIONS**- The County expects the same level of productivity from an employee while teleworking as working in-person. Employees are required to accurately report time worked and any overtime for non-exempt employees must be pre-approve.

No employee can be authorized to telework one hundred percent (100%) of the time. Employees must report in-person to their official workplace a minimum of five (5) days within each County two (2) week pay period. The days of the week must be consistently maintained unless prior supervisory approval is granted and/or a revised Approved Telework Schedule form is submitted and approved.

I request the above telework schedule and have reviewed the Telework Policy and Telework Safety Checklist. I will adhere to the expectations as outlined.

Employee Signature:	Date:
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I have reviewed the employee's telework schedule, the Telework Policy and have established performance expectations and have implemented monitoring.

Supervisors Signature:	Date:
Email:	Telephone Number: