

AGREEMENT REGARDING TELECOMMUTING

between
Thurston County District Court
And
618-District Court (DC), AFSCME Council 2 (Union)

In response to the COVID-19 outbreak and based on federal, state and county recommendations, Thurston County District Court and the Washington State Council of City and County Employees, AFSCME, Council 2, hereby enter into this agreement to establish telecommuting options on a temporary basis.

This agreement is valid from the date of signature and will be reviewed annually.

1. During the COVID-19 response, telecommuting may be fixed and ongoing (such as working a set number of hours from an alternate location each week) or it may be limited in duration (such as working from home for a few days or intermittently).
2. Employee must have completed their probationary period before applying to telecommute. This provision may be waived on agreement between employee and the Court (i.e., in response to a county building closure).
3. Telecommuting requires frequent interaction and communication, since neither the telecommuter nor the supervisor may rely on seeing each other in the regular workplace. Daily contact via email, phone, and Skype for Business, should occur to verify that the telecommuter is actively working as well as to resolve any problems that may arise.
4. Telecommuters must email their supervisor at the beginning of each day, listing what will be accomplished that day. At the end of the day, they must send a second email detailing what was accomplished. Telecommuters should email, Skype IM or call their supervisor with any questions that arise during the day.
5. Prior to implementation, a Telecommute Agreement form must be completed, specifying the days/times for the telecommute schedule. Telecommuters are required to take their required breaks and meal periods, as if they were working at their regular work location.
6. During the designated telecommute hours, telecommuters must be working and be available by phone or other electronic communication as needed for the performance of their work. Telecommuters must be logged into Skype for Business (provided by the County) with status as "available" during their working hours.
7. Consistent with the Court's expectations of information security and compliance with public record laws, the telecommuter will ensure the security, protection, and proper retention of information accessible from their alternate work location. The telecommuter will check with their supervisor when security matters are at issue. No confidential information (including passwords) will be downloaded to any personal equipment or data storage device (including but not limited to hard drive, CD, DVD, or USB stick). Any information that is considered confidential or protected will not be

removed from the regular office without the supervisor's specific express approval in writing.

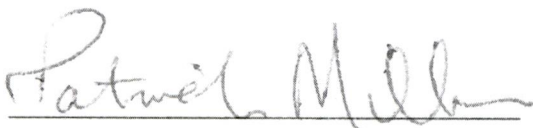
8. Telecommuters are required to follow all Court policies and procedures, including those related to leave and comp time, as if they were working at their regular work location.
9. Splitting a work day between telecommuting and in office time does not increase an employee's commute time. Commute time does not apply as work time.
10. Telework should not be used to provide active care for a child or other dependent.
11. Telecommute authorization may be discontinued or the telecommute schedule may be modified with a three business day notice at the discretion of the Court Administrator, based on the business needs of the Court. Telecommuters may at any time opt out of telecommuting and return to work at the office or take appropriate leave.
12. Suitable equipment and technology, such as internet service, must be available. If the Court cannot provide equipment; the telecommuter must use their own equipment. If the employee chooses to not use personal equipment and the Court cannot provide equipment, then telecommuting will not be allowed. If personal equipment is used, the telecommuter understands they are responsible for complying with any public records requests for information from personal devices. The telecommuter shall only use properly licensed software for Court business. Information and documents must be kept secure from family members and others who may access the telecommuting site. Employees are prohibited from sharing information, documents and/or work product.
13. The telecommuter represents that the alternate workplace is a safe and healthful work environment including proper ergonomics. The telecommuter shall act in a responsible manner to avoid injury.
14. All Court policies regarding leave, comp time, and scheduled work hours remain in effect.

Union: DATED the _____ day of _____, 20____

Thurston County: DATED the 9 day of June, 2020

For the Union:

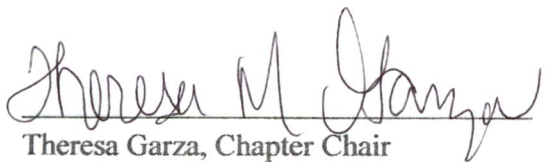
For Thurston County District Court



Pat Miller, AFSCME Representative



Jennifer Creighton, District Court Administrator



Theresa Garza, Chapter Chair