

ATTACHMENT B

Pacific County Remote Work Agreement between Pacific County and Tori Howell

This memorandum shall serve as an agreement between the employee named above and the Department of Health & Human Services through which the employee will be designated as a Remote Worker under the Remote Work Policy and allowed to perform the duties and responsibilities of his/her position from a location other than the primary departmental office located at South Bend. This agreement shall be referred to as the "remote worker agreement" and is authorized by the department on a) a trial basis, or b) for the period designated below. As the employee approved for remote work, it is important for you to understand that we, as the employer, may change any of the conditions or requirements of the agreement at any time during the period of the agreement. Also, management reserves the right to cease this arrangement altogether at any time.

- DURATION:** This agreement will be valid beginning on 08/01/2022 and ending on 07/31/2023. (Not to exceed one year, but renewable in one-year increments). Thirty (30) days prior to the end of the period, or at any time during the period, both parties will participate in a review, which can result in the reactivation or termination of the agreement.
- WORKING LOCATION:** As an employee approved for remote work, you agree to maintain an office or adequate work space at your residence located at ~~12345678901234567890~~. Unless your work location is specified in your official job description as being regularly assigned to a remote location/site, you will not be reimbursed for mileage associated with traveling to the primary office.
- WORKING HOURS:** You are expected to be productive and actively engaged in work for all hours (indicated below) with a minimum of ½ hour break for lunch, while working from your home office during the period of this agreement.

Day	Start time	Lunch Break	End time	Worksite (home/or office)
Sunday				
Monday	7	12-1230	330	Home
Tuesday	7	12-1230	330	Home
Wednesday	7	12-1230	330	Home
Thursday	7	12-1230	330	Home
Friday	7	12-1230	330	Home

When necessary, we may inform you in person, via email or telephone of work that will require your presence in person at the office or other assigned site. We will do our best to give you at least 24 hours' notice but shorter notice is possible and acknowledged. As an employee approved for remote work, you agree and understand that being a remote worker requires that you be able to devote 100% commitment to working during the regular work hours specified above and that you will make arrangements to ensure that household duties, including child care, do not interfere with work time or are not conducted or performed during the normal work time.

- TELEPHONE/COMPUTER/NETWORK & EQUIPMENT ACCESS & USE:** As an employee approved to be a remote worker, you agree and understand that you will be expected to be accessible by telephone and thus will maintain a telephone line that can be used for phone calls at your own expense. You agree and understand that there may be times when you will incur telephone charges in the performance of your duties and will do so at your own expense, without expectation of reimbursement. As a County employee, you will be issued

the appropriate access in order to access the Information Technology network for work related assignments and responsibilities. Access to other systems will be authorized by your supervisor based on your specific job duties and responsibilities and your supervisor will coordinate with IT on such access as necessary.

During the period of this telecommuting agreement, the county will provide you with a County computer for your use in carrying out the duties and responsibilities of your position. You are authorized to use this computer and the network access referenced above in accordance with all applicable County computer use and information technology policies. Failure to adhere to institutional computing and IT use policies may result in revocation of use privileges, revocation of this telecommuting agreement, and possibly termination of employment. You will be required as a condition of employment to maintain internet access from your home office. The specific list of equipment provided to you for use under this agreement includes: County issue computer, ergonomic mouse, ergonomic keyboard, and multiple device connection port.

It will be your responsibility to ensure the appropriateness and safety of the equipment at all times. The equipment must be protected against damage and unauthorized use. County owned equipment will be serviced and maintained by the County. Equipment provided by the employee will be at no cost to the County, and will be maintained by the employee. You agree not to use County equipment for personal purposes.

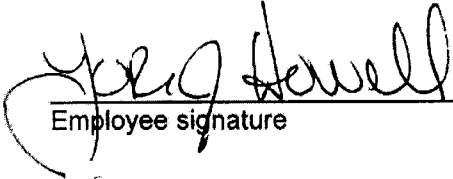
5. **WORK ASSIGNMENTS:** You will receive your work assignments from your immediate supervisor on a daily basis at the beginning of the work week or as necessary. Work assignments may also be communicated by phone or sent by email. If there are any questions or concerns about your assignments, you are expected to inform your immediate supervisor of them at the time of receipt.
6. **PHYSICAL HOME OFFICE SPACE, LIABILITY:** You agree to have a designated work area in your home. If there are any injuries while you are working, the workers' compensation coverage will be limited to occurrences in the designated work space (or during work-related travel). Also, if such an injury were to occur, it will be investigated in accordance with the standard workers' compensation procedures. If there is an illness or injury, which is a result from the condition of this home office arrangement, the County is released from any possible liability. The County will not be liable for damages to the employee's property that results from participation in the telecommuting program. The County will not be responsible for visitors or family injured at the work site. Under the terms of this agreement, you are responsible for setting up an appropriate work environment within your home. The County will not be responsible for any cost associated with the setup of a home office.

Upon your request, the County will consult with you on any modifications or requirements to operate County owned equipment at the home office. By signing this agreement, you acknowledge that your home work area meets reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of the telecommuting period.


7. **CURTAILMENT OF THE AGREEMENT:** The employee's supervisor may terminate participation in this agreement at any time. Management also reserves the right to remove the employee from the program at any time. The employee agrees to limit performance of officially assigned duties to the work location specified in paragraph 2. Failure to comply with this provision may result in termination of the Remote Work Agreement, and other appropriate disciplinary action.

During the period of this agreement, the employee agrees that he/she shall be covered by all County policies and procedures surrounding employment. The dates shown in the duration section are not to be construed as a contract and do not guarantee continuation of employment during the period.

By signing below, I Tori Howell, accept the terms and conditions of this agreement, as provided to me by the County. I understand what is expected of me during the period of this Remote Work Agreement. If there are any concerns regarding this arrangement, I will immediately alert my supervisor, for clarification and resolution.


Employee signature

8/16/2022
Date

 Deputy Director
Supervisor Signature, Title

08/16/2022
Date