



LEGISLATIVE SUPPORT AGENDA THURSDAY, DECEMBER 5, 2024

MINUTES

- Approval of November 7, 2024 minutes

FINANCIAL

- Year to Date Budget Report
- County Auditor Accounts Payable Update

OLD BUSINESS

- November 2024 Meetings
- Local Law No. 2 of 2024 – Filed w/State on 11/21/24
- HVAC Construction Project – Legislative Office Temporary Relocation
- Annual Safety Training – Due by 12/31/24
- Legislative Bronze Wall Display Plaque

NEW BUSINESS

- December 2024 Legislative Meeting
- 2024 Legislator Mileage
- SAVE THE DATE! NYSAC Legislative Conference – February 24-26, 2025 (Albany)
- Local Law Salary Discussion
- Review of 2025 First Special & Organizational Meeting Agenda
- Newly Elected District 6 Legislator Orientation

PERSONNEL

- Deputy Legislative Clerk Vacancy

RESOLUTIONS

- L01 – Fix Time of Organizational Meeting
- L02 – Adopt County Budget for 2025, Appropriations & Salary Schedule
- L06 – Appoint Directors Soil & Water Conservation District
- L07 – Appoint Fish & Wildlife Board Members
- L09 – Authorize One-Time Stipend (Legislative Office)
- L27 – 2025 Staff Changes – Legislative Office
- L32 – Amend Employee Handbook: Subsection S. Remote Work Policy – Pilot Program

PROCLAMATIONS

- Centennial Year of the New York State Association of Counties (NYSAC)

ADJOURNMENT

Office of the Legislative Clerk



Legislative Support Minutes

November 7, 2024

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Flesher, Monell, Mullen, Sauerbrey, and Standinger were present with Legislator Roberts being absent.

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, Personnel Officer Parke, and Undersheriff Hallett.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Mullen to approve the October 10, 2024 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2024 YTD Budget Report: The 2024 Legislative Office YTD Budget Report is included in today's committee agenda packet and was emailed to all Legislators and posted on the County website prior to this meeting. Legislative Clerk Haskell reported 81.6% utilization noting no significant issues or concerns at this time.

Ms. Haskell reported there have been no expenses to date related to the Legislative Capital Budget, however, noted the bronze Legislative Wall Display Plaque came in earlier this week and she is in the process of coordinating an installation date with the vendor and Buildings & Grounds staff.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of October 2024. This report is included in today's committee agenda packet. Ms. Haskell noted October numbers are significantly higher than normal due to Public Works project completions, outside agency funding, and college chargebacks to name a few.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
October	900	\$5,329,810.45	286	\$79,803.63

Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Cathy Haskell Legislative Clerk

OLD BUSINESS

October 2024 Meetings:

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in October 2024:

- Tenth Regular Legislature Meeting – October 15, 2024
- Public Hearing: NYS CDBG Neighborhood Depot Project – October 24, 2024
 - Public Hearing: Local Law Introductory No. B of 2024 – October 24, 2024
 - Third Special Legislature Meeting – October 24, 2023

The Legislative Clerk attended the following meetings in October 2024:

- Legislative Standing Committees – October 8 and 10, 2024
- Legislative Worksessions – October 10 and 24, 2024
- Finance, Legal & Safety Committee – October 15, 2024
- Tenth Regular Legislature Meeting – October 15, 2024
- Executive Team Meeting – October 17, 2024
- Leaders Meeting – October 22, 2024
- Public Hearing: NYS CDBG Neighborhood Depot Project – October 24, 2024
- Public Hearing: Local Law Introductory No. B of 2024 – October 24, 2024
- Third Special Legislature Meeting – October 24, 2024
- Discrimination & Harassment in the Workplace Training – October 29, 2024
- Tyler Technologies Billing & Service Discussion – October 30, 2024

NEW BUSINESS

HVAC Construction Project – Legislative Office Temporary Relocation

Ms. Haskell reported the HVAC Construction Project is currently underway as of November 4, 2024 on the 2nd floor of 56 Main Street for the Accord, Real Property, and Veterans offices. The 1st floor is forecasted to begin by mid-December starting with the Legislative Office, followed by the County Attorney's Office and Room 101. The Legislative Office will temporarily relocate to the Legislative Conference Room for the estimated 2-3 weeks. In the event the construction time overlaps with the December Legislative committee meetings, the meetings will be rescheduled to the Hubbard Auditorium. The Legislative Clerk and County Administrator will be working out of the Legislative Conference Room. Chair Sauerbrey will work out of a vacant office in ED&P during the construction period.

Annual Safety Training – Due by December 31, 2024

Ms. Haskell reported email notification has been sent from the County Attorney's Office for all staff to complete the annual safety training by December 31, 2024.

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Cathy Haskell Legislative Clerk

Public Hearing: 2025 Tentative Budget – November 12, 2024 10:00 AM

Ms. Haskell reported County Administrator Bailey will be presenting the 2025 Tentative Budget at next week's public hearing on November 12, 2024 at 10:00 a.m. in the Hubbard Auditorium. A quorum is required to conduct this public hearing. Following the public hearing, the Legislators will reconvene in the Legislative Conference Room for the regular Finance, Legal, & Safety Committee and then back to the Hubbard Auditorium for the Eleventh Regular Legislature Meeting at 12:00 p.m.

November 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Brown will lead us in the prayer, pledge and voting process for the November 12, 2024 Legislature meeting.
- **Proclamations:** We have three (3) proclamations for the month of November:
 - **Salute to Tioga County Employee Veterans and Active Military Day:** Chair Sauerbrey will read and present this resolution. Chair Sauerbrey invited recognized staff to attend the November 12, 2024 Legislature meeting.
 - **The Great American Smokeout Day:** Legislator Standinger will read and present this proclamation to Public Health Educator Kristin Russell.
 - **Adoption Awareness Month:** This proclamation has been read and presented in previous years, therefore, will be noted in the minutes.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the November 12, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell updated the Legislature on the current status and indicated the vacancy is advertised on the County's website, Personnel's Facebook page, and Indeed.

RESOLUTIONS

- K01 – Adopt Local Law No. 2 of 2024
- K02 – Amend Employee Handbook: Section X. Building and Vehicle Procedures: Subsection B. Building Outside Entity Use

TIOGA COUNTY, NEW YORK

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Cathy Haskell Legislative Clerk

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 2:12 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
A General Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
A1010 Legislative Board							
A1010 510010 Full Time	283,946	0	283,946	234,795.86	.00	49,150.14	82.7%
A1010 510050 All other(On Call,	9,894	0	9,894	8,063.37	.00	1,830.28	81.5%
A1010 540010 Advertising	350	1,000	1,350	1,237.98	65.52	46.50	96.6%
A1010 540140 Contracting Servic	100	0	100	16.20	.00	83.80	16.2%
A1010 540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010 540320 Leased/Service Equ	2,600	-215	2,385	2,075.98	.00	309.02	87.0%
A1010 540340 Literature	545	0	545	488.03	.00	56.97	89.5%
A1010 540390 Mileage Expense	3,650	-1,480	2,170	1,672.32	64.32	433.36	80.0%
A1010 540420 Office Supplies	700	0	700	292.30	.00	407.70	41.8%
A1010 540480 Postage	215	0	215	103.09	.00	111.91	47.9%
A1010 540485 Printing/Paper	150	-100	50	.00	.00	50.00	.0%
A1010 540520 Recording/Microfil	450	-46	404	404.00	.00	.00	100.0%
A1010 540640 Supplies (Not Offi	400	80	480	428.00	.00	52.00	89.2%
A1010 540660 Telephone	955	-60	895	463.92	.00	431.08	51.8%
A1010 540732 Training/County Re	3,950	821	4,771	4,708.84	.00	62.16	98.7%
A1010 540733 Training/All Other	0	1,000	1,000	738.80	.00	261.20	73.9%
A1010 581088 State Retirement F	52,514	-16,985	35,529	30,130.68	.00	5,398.39	84.8%
A1010 583088 Social Security Fr	0	16,672	16,672	17,430.27	.00	-758.22	104.5%
A1010 584088 Workers Compensati	22,853	-10,626	12,227	11,054.19	.00	1,172.95	90.4%
A1010 585588 Disability Insuran	204	-85	119	107.01	.00	11.78	90.1%
A1010 586088 Health Insurance F	37,696	124,487	162,183	158,603.30	.00	3,579.49	97.8%
A1010 588988 Eap Fringe	76	77	153	146.57	.00	6.75	95.6%
TOTAL Legislative Board	421,348	114,540	535,888	473,060.71	129.84	62,697.26	88.3%
TOTAL General Fund	421,348	114,540	535,888	473,060.71	129.84	62,697.26	88.3%
TOTAL EXPENSES	421,348	114,540	535,888	473,060.71	129.84	62,697.26	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: H	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
Capital Fund							
H1010 Capital Legislative							
H1010 520210 Other Furniture	0	8,000	8,000	7,558.00	.00	442.00	94.5%
TOTAL Capital Legislative	0	8,000	8,000	7,558.00	.00	442.00	94.5%
TOTAL Capital Fund	0	8,000	8,000	7,558.00	.00	442.00	94.5%
TOTAL EXPENSES	0	8,000	8,000	7,558.00	.00	442.00	

Office of the Legislative Clerk

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Cathy Haskell Legislative Clerk

COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – NOVEMBER 2024

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
November	663	\$1,325,048.43	194	\$42,729.24

TIOGA COUNTY LEGISLATURE



ESTABLISHED JAN. 6, 1817

THOSE WHO HAVE SERVED

<ul style="list-style-type: none"> • WALTER H. BARNES JAN. 6, 1817 - 1820 • WILLIAM W. BULLOCK JAN. 6, 1821 - 1824 • JOHN C. BULLOCK JAN. 6, 1825 - 1828 • WILLIAM W. BULLOCK JAN. 6, 1829 - 1832 • WILLIAM W. BULLOCK JAN. 6, 1833 - 1836 • WILLIAM W. BULLOCK JAN. 6, 1837 - 1840 • WILLIAM W. BULLOCK JAN. 6, 1841 - 1844 • WILLIAM W. BULLOCK JAN. 6, 1845 - 1848 • WILLIAM W. BULLOCK JAN. 6, 1849 - 1852 • WILLIAM W. BULLOCK JAN. 6, 1853 - 1856 • WILLIAM W. BULLOCK JAN. 6, 1857 - 1860 • WILLIAM W. BULLOCK JAN. 6, 1861 - 1864 • WILLIAM W. BULLOCK JAN. 6, 1865 - 1868 • WILLIAM W. BULLOCK JAN. 6, 1869 - 1872 • WILLIAM W. BULLOCK JAN. 6, 1873 - 1876 • WILLIAM W. BULLOCK JAN. 6, 1877 - 1880 • WILLIAM W. BULLOCK JAN. 6, 1881 - 1884 • WILLIAM W. BULLOCK JAN. 6, 1885 - 1888 • WILLIAM W. BULLOCK JAN. 6, 1889 - 1892 • WILLIAM W. BULLOCK JAN. 6, 1893 - 1896 • WILLIAM W. BULLOCK JAN. 6, 1897 - 1900 • WILLIAM W. BULLOCK JAN. 6, 1901 - 1904 • WILLIAM W. BULLOCK JAN. 6, 1905 - 1908 • WILLIAM W. 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TIOGA COUNTY LEGISLATURE



ESTABLISHED JAN. 6, 1817

THOSE WHO HAVE SERVED

[This panel contains a grid of small, illegible text, likely representing the names and terms of legislators who have served, but the text is too small to transcribe accurately.]

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

FIX TIME OF ORGANIZATIONAL MEETING

RESOLVED: That the Organizational Meeting of this Legislature be held at 9:00 a.m., Thursday, January 2, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

ADOPT COUNTY BUDGET FOR 2025,
APPROPRIATIONS AND SALARY SCHEDULE

RESOLVED: That the tentative budget for Tioga County for the year 2025 submitted by the County Administrator on November 12, 2024 and approved by the Finance Committee be, and the same hereby is adopted as the official Budget for the year 2025; and be it further

RESOLVED: That the several amounts specified in such budget as to the total for the several objects as set forth in Schedule 1 therein be appropriated for such objects, effective January 1, 2025; and be it further

RESOLVED: That the full-time Salary Schedule 5 set forth in the budget be adopted January 1, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

APPOINT DIRECTORS
SOIL & WATER CONSERVATION DISTRICT

RESOLVED: That Legislators W. Jake Brown and Tracy Monell are hereby appointed Directors of the Tioga County Soil & Water Conservation District for a one-year term on January 1, 2025 through December 31, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

APPOINT MEMBERS
FISH & WILDLIFE MANAGEMENT BOARD

WHEREAS: The Board terms for Elected Official Representative and Sportsman Member on the Fish & Wildlife Management Board will expire December 31, 2024; and

WHEREAS: W. Jake Brown, Tioga County Legislator, has expressed an interest in continuing to serve as the Elected Official Representative on the Fish & Wildlife Management Board; and

WHEREAS: William J. Woods, Jr. has expressed an interest in continuing to serve as the Sportsman Member on the Fish & Wildlife Management Board; therefore be it

RESOLVED: That W. Jake Brown, Tioga County Legislator, be re-appointed as the Elected Official Representative on the Fish & Wildlife Management Board for a two-year term of January 1, 2025 – December 31, 2026 and William J. Woods, Jr. be re-appointed as the Sportsman Member on the Fish & Wildlife Management Board for a two-year term of January 1, 2025 – December 31, 2026.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

AUTHORIZE ONE-TIME STIPEND
(LEGISLATIVE OFFICE)

WHEREAS: The appointed Administrative Coroner has incurred a health setback that has temporarily prohibited him from being able to fully complete all the tasks assigned to the Administrative Coroner in 2024; and

WHEREAS: The Tioga County Legislative Clerk has, in the interim, stepped up to help complete and aid with those tasks including management of the budget, paying invoices, assisting with contracts, and other various office functions on behalf of the Tioga County Coroner's Office; and

WHEREAS: In completing these tasks, The Tioga County Legislative Clerk completed these additional duties that required her to work additional days/hours; and

WHEREAS: The Tioga County Legislature would like to recognize the efforts of the Legislative Clerk and the completion of these additional duties in the form of a one-time stipend; therefore be it

RESOLVED: That Cathy Haskell, Tioga County Legislative Clerk, be given a one-time stipend of \$5,000.00, to be paid in payroll #26, as set forth in the 2024 County budget.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
LEGISLATIVE OFFICE

WHEREAS: The Legislative Office requested a staffing change as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant	Budget Officer PT		Unfunded

And be it further

RESOLVED: That the Legislative headcount is unchanged and includes 4 FT and 9 PT positions.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES;
SUBSECTION S. TIOGA COUNTY REMOTE
WORK POLICY-PILOT PROGRAM

WHEREAS: Tioga County's Employee Handbook Section IV. Personnel Rules; Subsection s. Tioga County Remote Work Policy-Pilot Program needs to be amended in its entirety to reflect the updated policy standards set forth by the Tioga County Legislature in regard to changing the allowable amount of time County employed Attorneys may work remotely from (2) two days to (5) five days; therefore be it

RESOLVED: That the Tioga County Remote Work Policy-Pilot Program be amended in its entirety and replaced as follows:

SECTION IV. – PERSONNEL RULES

s. Tioga County Remote Work Policy

Tioga County Remote Work Policy-Pilot Program

I. PURPOSE

To establish a policy and procedures to allow, where appropriate, the use of remote worksites to attract and retain a diverse and talented work force and improve productivity among employees. Tioga County supports the use of remote worksites for a portion of the standard workweek and allows Department Heads to implement Remote Work Arrangements where appropriate, for eligible employees.

This policy does not apply in situations where an employee is seeking a reasonable accommodation in relation to a disability or injury. Such requests should be considered in light of the applicable policy in relation to the request.

II. ORGANIZATIONS AFFECTED

Applicable to all Tioga County departments where a remote worksite is feasible and appropriate, as determined by the Department Head.

III. DEFINITIONS

A. "Centrally Located Worksite" means the Tioga County worksite where the employee would be required to work if they were not remote working.

B. "Remote Work Agreement" means a Remote Work Arrangement has been agreed to by the Department Head and employee for the employee to work one or two

days each work week from a non-County location instead of commuting to the employee's centrally located worksite.

- C. "Remote Work Location" means the non-County site where the employee intends to perform County work.
- D. "Voluntary" means employees choose an alternative working arrangement.

IV. POLICY

A. General Remote Work Standards and Requirements

1. This Remote Work Policy shall supersede all prior and/or existing Telecommute guidelines.
2. No more than the equivalent of (2) two days per week may be worked from a remote worksite, with the exception of Attorneys. For employees with a 35-hour workweek, (2) two days shall mean (14) fourteen hours. For those employees with a 40-hour workweek, (2) two days shall mean (16) sixteen hours.
3. Attorneys employed by the County, with Department Head approval as well as Legislative consideration and approval, may be eligible to work remotely for up to (5) five days per week.
4. Remote Work Arrangements may be implemented where appropriate and approved by the Department Head for eligible employees. Remote Work Arrangements may be made in recognition of the positive personal and organizational impacts of such arrangements, including increased workplace flexibility and increased productivity.
5. While Remote Work Arrangements are available to both Management/Confidential and CSEA members, they are not appropriate for all employees and roles. No employee is entitled to, nor guaranteed the opportunity to have a Remote Work Arrangement. Said schedules are not a universal employee benefit; employees do not have the "right" to Remote Work Arrangements, nor do employees have a right to an indefinite remote work arrangement. Offering the opportunity for a Remote Work Arrangement is at the discretion of the employee's Department Head. All Remote Work Arrangements must meet the criteria in this policy and may be terminated by the Department Head. The Department Head may terminate a Remote Work Arrangement at any time should they determine the arrangement is not being adhered to or is no longer in the best interest of their department.
6. An employee wishing to request a Remote Work Arrangement shall submit a written request to his/her Department Head. Again, employees seeking a reasonable accommodation in relation to a disability or religion should submit the appropriate forms under the applicable policy. A determination on a Remote Work Arrangement must be issued in writing by the Department Head. Any changes, other than termination of the

arrangement, to the written arrangement must also be documented in writing and the Department Head's determination issued in writing.

7. Department Heads should routinely evaluate the effectiveness of an employee's alternative work agreement, minimally every three months. Remote Work Agreements will be reviewed each December for renewal the following January. At the expiration of a Remote Work Agreement, the employee may request renewal of the arrangement. **The Remote Work Agreement can be found on the County's Intranet under "Employee Handbook – EH Forms"**. The request to renew the arrangement must be made in writing.
8. The Department Head will evaluate and adjust Remote Work Arrangements as needed to meet the organizational and workload needs. Adjustments may be made at any time during the agreement, subject to Department Head approval.
9. Should a conflict arise between two or more employees concerning a Remote Work Arrangement, the Department Head shall have final authority to resolve the matter.
10. The business of the County will take precedence over remote workdays. Employees may, at the discretion of their immediate supervisor or Department Head, be called to work with 4 hours' notice to their centrally located worksite on their remote workday during their regular work hours to meet workload or operational requirements. Employees will be expected to complete their remote work during their approved work schedule. Approved schedules and any deviations of these for remote work must be approved in advance by the Department Head.
11. Department Head determinations regarding Remote Work Arrangements will not be "grievable" as per the Memorandum of Understanding with the CSEA (note: MOU to be developed).
12. When an employee engaged in a Remote Work Agreement comes into their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as regular commuting time and the employee's travel time will not be counted as hours worked, nor will the employee's mileage be reimbursed. **On-Call Employees are exempt from this (A. #10) and are to comply with their department procedures.**
13. The essential duties, obligations, and responsibilities of an employee who remote works are the same as employees at the centrally located worksite. Employees must be available to communicate with those whom he/she normally conducts business (e.g., supervisor, clients/the public, co-workers, etc.) by phone and email while remote working. Employees must respond to inquiries in the same fashion and within the same timeframes, as if she/he

were in the office. In-person meetings must not be delayed because of remote work scheduling. Furthermore, employees are not allowed to meet with County clients at their remote work locations unless expressly authorized to do so by their Department Head.

14. A set procedure and schedule for regular communication between a remote working employee, staff, and clients must be identified in the Remote Work Agreement. For all employees, the Remote Work Agreement must indicate the hours that the remote working employee will be available to be reached by staff and clients. The Department Head may also outline specific job assignments and expectations of the remote working employee. Work schedules and variations are subject to Department Head approval.
15. Work hours, overtime compensation, and annual leave schedule must conform to state and federal law and the County policies. Requests to work overtime or use leave time must first be approved by the Department Head/Supervisor in the same manner as when working in the office. If the employee is sick and unable to work, he/she must follow the same policy/procedure as employees at the centrally located worksite and notify his/her supervisor in accordance with county policy/collective bargaining agreement. Employees are to adhere to the lunch break language found in their collective bargaining agreement, and must take a lunch break, as outlined therein.
16. Employees must record and report all their time accurately. Department Heads must either develop their own preferred mechanism for accountability of remote work (daily or weekly) or the employee will complete the County's *Tele-work Weekly Log*. ***This form can be located on the County's Intranet under "Employee Handbook – EH Forms".***
17. Employees who remote work are expected to be working during their Remote Work schedule, without the availability of a direct supervisor during non-standard hours of operation. Personal, vacation, and any other leave time scheduled during a Remote Work employee's scheduled workday must be arranged in the same manner as employees at the centrally located worksite. Telework is not an alternative to utilization of leave time.
18. The Remote Work employee's salary, retirement, and benefits are the same as if the employee were working at the centrally located worksite.
19. While working remotely, responsibilities and tasks need to be completed with the same importance and attention as they would if they were tended to in the centrally located worksite. Non-work-related interruptions must be kept to a minimum. Remote working shall not be used as a substitute for dependent child or elder care. Employees who remote work are expected to make dependent or childcare arrangements during the period they will

be working. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.

20. Employees who remote work may be covered by workers' compensation for job-related injuries occurring during their defined work period. Any claim received will be reviewed on its merit and in accordance with the Workers' Compensation Law. The employee is responsible for maintaining a safe and ergonomic remote working environment, including the work area, bathroom, and other areas that may be necessary for use during the Remote Work Arrangement. Workers' compensation will not apply to non-job-related injuries that occur at the remote work site. The employee remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Tioga County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises and employee will hold the County harmless for injury to others at the remote worksite.
21. In the event of a job-related incident, accident or injury during remote working hours, the employee shall report the incident to their supervisor as soon as possible but no longer than 24 hours after and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
22. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred.
23. Remote working employees shall not hold in-person business meetings with internal or external clients, customers, or colleagues at their remote worksite.
24. Employees shall not conduct any unauthorized external (non-County) work during their remote work schedule.
25. The employee shall participate in any County-sponsored remote working and/or technology training as requested by the employee's supervisor or Department Head.
26. The employee shall participate as requested in any County evaluation of the remote working arrangement.
27. Violations of this policy may result in rescission of a telework agreement, as well as potential disciplinary action.

B. Remote Work Arrangement Eligibility:

1. Characteristics of the employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work well alone. The employee communicates effectively with supervisors, co-workers, support staff and clients. The employee operates computer or other equipment independently, to the degree that will be

required to work from their home or during non-supervised periods. The employee must be performing currently at an overall satisfactory level or above in their position.

2. An employee's work must be of a nature that face-to-face interaction with internal or external customers or project workgroups is minimal and/or the employee's tasks can be performed successfully away from the centrally located worksite.
3. The need for specialized material or equipment to remote work should be minimal. Employees interested in Remote Work must already have a safe and ergonomic home office environment or work area and the primary materials and equipment needed at their home to remote work.
4. Employees must have completed a reasonable amount of employment to be assessed by Department Head to be a successful candidate for a Remote Work Arrangement.
5. Each Department Head will establish criteria for worker and role eligibility for potential Remote Work Agreement.
6. Employees must have appropriate dependent care arrangements that allow the employee to work without distraction and mitigate undue interruption, which could impact productivity.
7. Employees in a training capacity or providing hands-on service will not normally be eligible to participate in a Remote Work Arrangement program.
8. Employees with attendance or tardiness issues will not be eligible.
9. Employees who have been counseled or disciplined within the two years immediately preceding the request for Remote Work Arrangement will not be eligible.
10. Meeting the above eligibility criteria does not guarantee that an employee will be approved for a Remote Work Arrangement. Operational and organizational needs may preclude an employee's Request from being approved.

C. Hardware, Software and Supplies:

1. The County will provide a computer, laptop or tablet approved by Information Technology. The Employee will be responsible for workspace, networking and/or internet capabilities at the remote work location and shall not be reimbursed by the County for these or related expenses. Special circumstances may arise and will be reviewed by the Department Head. (*Arrangements made prior to effective date of this policy may remain in effect with approval from Department Head). Internet access is expected to be reliable and secure, and meet the bandwidth needed for the job.
2. The need for specialized material or equipment in order to remote work should be minimal. The County shall provide equipment (hardware and/or software)

and services (such as technical support) if it is approved in advance by the employee's Department Head and the Chief Information Officer.

3. Department expenses incurred in the implementation and execution of remote work arrangements require the approval of the Department Head. If County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used in compliance with County IT policy and returned in working order to the County upon conclusion of the Remote Work Arrangement.
4. Standard office supplies (such as paper and pens) will be provided by the County and should be obtained by the employee at the centrally located worksite. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed. Office furniture will not be provided to employees who remote work.
5. Employees who remote work are subject to the same internal County policies regarding the use of County-provided equipment (hardware and/or software) and services as that of employees at the centrally located worksite.
6. Employees who remote work shall not allow anyone, except County employees, to use or access County-provided equipment (including hardware, software, chargers, storage devices) and services.
7. Employees are prohibited from accessing the County network using a public access computer.
8. **HARDWARE:** New or existing computer equipment shall be provided to staff by the County if approved in advance by the employee's Department Head and the Chief Information Officer. All County owned hardware equipment and devices must be returned to the County as soon as the remote working agreement has ended, or when the equipment is no longer needed to perform related work activities.
9. The County will provide routine maintenance and repairs for County owned computers and equipment. The County will try and perform maintenance remotely, however, to complete necessary maintenance it may be required that the staff member bring their device back to the worksite or internal network. Staff can request technical support for County computer devices by sending an email to the Tioga County Helpdesk. County IT staff will not visit the employee's remote work location to provide service onsite.
10. **SOFTWARE:** Employees must conform to the County's software standards. Department Heads will consult with Information Technology staff to ensure that the software needed conforms to the County's software policies.
11. Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head and with the approval of the Chief Information Officer or designee. If the County's remote access system includes internet access or other dial-in services, the employee may

only use the County provided internet access or other dial-in services in a manner consistent with that of employees at the centrally located worksite. Employees who remote work are subject to the same internal County policies regarding the use of County provided equipment, software and services as that of employees at the centrally located worksite.

12. The County may purchase software for installation on County-provided equipment if approved in advance by the employee's Department Head and the Chief Information Officer or designee.

D. Confidential Information:

1. The employee will maintain the confidentiality of County and State information and documents, prevent unauthorized access to any County system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the County or its clients/customers.
2. The employee shall continue to follow all Tioga County policies that address confidentiality and security, as found in the Employee Handbook.
3. Employees must maintain documents in their possession in a safe and secure manner while they are outside of their normal workplace.

V. PROCEDURE

- A. Employee submits completed Request for Remote Work Arrangement form to Department Head. If Department Head is requesting remote work, completed form to be submitted by Department Head to Chair of the County Legislature. ***The Request for Remote Work Arrangement can be found on the County's Intranet under "Employee Handbook – EH Forms".***
- B. After review by Information Technology for technical needs, Department Head (or Chair of Legislature if Department Head requesting) issues written determination within 10 working days of receipt of Request.
- C. If approved, employee and Department Head (or Chair of Legislature if Department Head requesting) or designee complete Remote Work Agreement form.
- D. Any requests to revise the Agreement are to be submitted by the employee to the Department Head (or Chair of Legislature if Department Head requesting) in writing and answered in writing by the Department Head (or Chair of Legislature if Department Head requesting).
- E. Department Heads are to file with the Chair of the Legislature and Chair of their Legislative Committee each newly approved Remote Work Agreement, changes to Remote Work Agreements, and the conclusion thereof.

VI. FORMS

Located on the **County's Intranet "Employee Handbook-EH Forms"**, are the following:

- A. Remote Work Agreement
- B. Request for Remote Work Arrangement
- C. Employee Assessment for Remote Work Suitability
- D. Tele-Work Weekly Log

VII. CONTINUOUS REVIEW

The County reserves all rights to continuously review this policy, and any telework agreement and rescind either of them upon a review and determination that the policy or an agreement is no longer in the best interest of the County. No employee should have any belief or expectation that the policy or an agreement will continue indefinitely. The County will continuously review this policy and decide as to its effectiveness, need, and any other rationale behind it or the procedures within it and it may, within its sole discretion, rescind or alter the policy or procedures and any associated documentation.

Furthermore, the County retains all rights in determining the work assignments and location of its employees. As teleworking is an assignment to work from a different work location, that may be changed by the County at any time. As this policy is being implemented by the County, it is not incorporated into any collective bargaining agreement or grievance procedure included within them.