



Remote Work Acknowledgement

I, _____, acknowledge:

- I understand that my duties, obligations, responsibilities, and the terms and conditions of employment with Kenosha County remain unchanged except those obligations and responsibilities specifically addressed in this agreement. My salary and benefits remain unchanged as well as a result of my working remotely. I understand this agreement does not constitute an employment contract.
- I understand this is voluntary and may be modified by the County at any time for any reason. I understand that this agreement does not create an entitlement to continue working remotely and the County may require me to be physically present at the County worksite at any time. If this arrangement is terminated, a reasonable time will be given for me to transition back to my County workspace.
- I acknowledge that I will not be the primary care provider for any dependent during my remote work hours and I will make regular dependent care arrangements during remote work periods.
- I acknowledge that my total work hours, scheduled work hours, overtime compensation, use of paid time off, and requests for a Leave of Absence must conform to County and division policies and procedures and to the terms otherwise agreed upon by my manager and me.
- I agree to maintain a safe and secure work environment and to designate a remote workspace to accommodate any equipment to be used in my work. The workspace will provide an appropriate work environment including lighting, seating, and environment noise. I will protect the workspace from any hazards and dangers that could foreseeably affect the equipment and me.
- I agree to report work-related injuries to my manager at the earliest reasonable opportunity but no later than 24 hours. I agree to indemnify and hold the County harmless for injury to others at the remote work site. The County will not pay to modify or change any home workspace.
- I understand that the use of County-provided equipment located in my remote work site is subject to the same policies that apply to equipment at a County facility. Additional equipment such as printer, scanner, fax, or modem will not be provided unless explicitly required to perform primary job functions. The County will not insure and is not responsible for the use of personal equipment for County

business. The County will not reimburse or repair personal equipment and if equipment breaks the County is not liable.

- I understand that all equipment, information, documents records, and materials provided by my department or Kenosha County remain the property of the County.
- I agree to return County equipment, records, and materials immediately upon transitioning back to a County facility, at my manager's request or upon termination of employment. All County equipment will be returned to an approved County facility by me for inspection, repair, replacement, or repossession within 1 business day written notice.
- I understand that the County will not be responsible for any operating costs that are associated with the use of my alternative worksite; for example, home maintenance, insurance, utilities, internet access or any costs associated with it.
- I agree to follow all security protocols and electronic use policies while working remotely. WIFI access should not be utilized unless it is secure and password-protected. I should take all reasonable and practical measures to ensure the security of County documents and information utilized while telecommuting. When working with sensitive information, I should always use VPN access.
- I understand that I must maintain a high speed (greater than 10MBps) internet connection that would be dedicated to accessing the County network - the County will not reimburse for any of these costs. If my Internet connection is unavailable for longer than 1 hour, I will return to designated work location or follow appropriate Department procedure.
- I agree to be online and readily accessible via phone, email and instant messaging tools designated by the County.
- I understand that in the event of a computer failure I must notify supervision and follow Department procedure. It is my responsibility to return the computer to Information Technology in the Public Safety Building for repair or replacement.

Signature

Date