



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

3430 Courthouse Drive

Ellicott City, Maryland 21043

410-313-2171

Voice/Relay

Lonnie R. Robbins, Chief Administrative Officer
lrobbins@howardcountymd.gov

FAX 410-313-3051

TO: Howard County Employees

FROM: Lonnie R. Robbins
Chief Administrative Officer

SUBJECT: Employee Telework Program Agreement

DATE: June 22, 2021

This communication was sent via global email to Howard County employees on Tuesday, June 22, 2021 at 2:09 p.m.

Dear Employees,

I want to thank all of you for your hard work, resiliency, and commitment to serving our residents throughout this pandemic. Howard County Government is now at the point where more employees can safely return back on site. Additionally, buildings will be open to the general public in the near future. As part of our return, we have approved a new Telework Policy. Over the past year, we became more agile and found that we were able to maintain most of our core services throughout the pandemic and that telework, where appropriate, can be an important tool increasing productivity and addressing the current needs of our valued workforce. While telework can be beneficial to both the County and the employee, telework is a privilege and not a right. Not all positions will lend themselves to telework and it will be up to department directors and office administrators to determine how to best manage telework within their areas. Employees who are approved for a telework agreement must understand that they may be required to report to their normal worksite even when on an approved telework day if the need arises.

Attached is a copy of the new telework policy for your review and information. This [link](#) will take you to the SNAP portal (you can also visit the County Intranet page and search the quick links). Employees may request up to three days of telework as appropriate. Employees should discuss telework options and schedules with their supervisors prior to entering a request in the SNAP portal.

When entering a request for telework, an employee may request a set telework schedule and/or situational telework. Any employee who expects to telework must have a telework agreement. Some employees may not regularly telework but may want to request situational telework, which would allow telework for special assignments or on weather related days. Employees requesting a regular telework schedule should also request situational telework to allow for the same reasons.

Employees may request the same schedule every week or an alternating biweekly schedule. If you are requesting the same reoccurring schedule, you only need to request the days of the week you are requesting in "Week One". Some departments and offices may have an alternating schedule with different days in week one and week two. If you are requesting multiple days in a week you must continue to select the days you are requesting until your schedule is set.

In general, employees who are approved for telework will be issued a laptop but no other additional equipment. Employees may request additional equipment from DTCS but must have a special or unique justification for those requests. Employees are not expected to do any printing at home and positions that may require large volumes of printing may not be conducive to telework.

If you have any questions regarding the telework policy or your request for telework please discuss with your supervisor and/or appointing authority. If you have additional questions or need clarification, please contact either John Peterson (jpeterson@howardcountymd.gov) or Janssen E. Evelyn (jevelyn@howardcountymd.gov).

Thank you.