

## Definitions of Work Models

Model	Description	Primary Location
Onsite	Work performed entirely at a County-designated facility (e.g., Courthouse, Road Dept).	County Office
Hybrid	A "Telework" arrangement where an employee works 1–3 days per week from an approved off-site location.	Mixed
Remote	Work performed entirely from an off-site location, with no requirement for regular onsite presence.	Home / Approved Site

## Eligibility and Approval

Participation in hybrid or remote work is a discretionary privilege, not an employee right. Eligibility is determined by:

- Role Suitability: The job duties must be capable of being performed effectively outside of the office without impacting public service.
- Performance: Employees must meet or exceed performance standards and have no active disciplinary actions.
- Department Head Approval: All arrangements must be approved in writing by the respective Department Head and/or the Board of Commissioners.

## Operational Expectations

- Core Hours: All employees, regardless of location, must be available during Irwin County's standard business hours (e.g., 8:00 AM – 5:00 PM) unless a flexible schedule has been specifically authorized.
- Communication: Remote and hybrid employees must be reachable via phone, email, or messaging platforms (e.g., Microsoft Teams) during work hours.
- On-Demand Onsite Presence: Hybrid or remote employees may be required to report to the office for mandatory meetings, training, or during emergency situations (e.g., weather events or elections) as directed by their supervisor.

## Equipment and Cybersecurity

- County Property: Laptops or other equipment provided by Irwin County are for official business only. Employees must adhere to the County's IT Security Policy.
- Workspace: Remote/hybrid employees must maintain a safe, professional, and quiet workspace with reliable internet.
- Data Security: Sensitive information (PII) must be handled in accordance with Georgia state law. Public Wi-Fi is strictly prohibited for accessing County servers.