



**Macomb County Human Resources and Labor Relations  
Remote Work Frequently Asked Questions**

**Q: Who decides if an employee can work remotely?**

A: Each department and/or department head will make this decision.

**Q: If an employee is working remotely, what are the expectations of coming to their traditional work site?**

A: This will be determined by the department. Employees will need to talk with their supervisor regarding expectations of coming on site. Access to certain office technology and physical documents that cannot leave the traditional worksite, as well as the department's operational needs, may determine how often the employee will need to come on site.

**Q: If an employee is asked to report to the traditional work site, who picks up their travel expense?**

A: There is no reimbursement for employee travel to and from the traditional work site. Other expenses will be determined by each department.

**Q: Is there an expectation that other colleagues will take on the workload of the remote work employee?**

A: Teamwork is always encouraged, however, continual requests from remote employees to their co-workers at the traditional site may create an issue over time. With this, remote workers will need to perform their job responsibilities as they would if they worked on site.



**Q: If an employee is remote, can they work in a different state?**

A: This answer will vary by department and classification. However, Human Resources and Finance will need to be notified for state labor law compliance, tax purposes, etc.

**Q: If an employee is remote, can they work in a different time zone?**

A: Working in a different time zone is possible. However, that employee and their supervisor will need to consider service delivery and department operations before plans are made.

**Q: Does an employee need to submit a formal written request to work remotely?**

A: A verbal or written request may be submitted by an employee. However, clear expectations between the employee and their supervisor should be communicated and approved before remote work is permitted.

**Q: When considering whether an employee can work remotely, do they need to show how they will complete their work assignments before remote status is approved?**

A: It is the responsibility of the employee to ensure they can be successful in their position while working remotely. They should be able to complete any and all assignments. If there is a question as to how this is accomplished, it should be discussed so both the employee and their supervisor are on the same page.

**Q: Will departments provide employees with the office supplies needed to work remotely, up to and including a desk, chair and printer?**

A: Reimbursement will be considered based on that position's needs as well as the department's budget.



**Q: Can a remote work location be anywhere beyond the primary home residence of an employee?**

A - Yes, however, good judgement must be used in determining a remote work location. Considering the type of work being performed and the privacy needed in order to perform that work will determine whether the remote work location is appropriate.

**Q: Does an employee need to prove a reasonable internet connection before being eligible to work remotely (i.e. campgrounds, the beach, northern cabin)?**

A: An employee and their supervisor should discuss all elements and expectations of remote work, including internet connections. The employee must confirm that they can successfully perform their role while working remotely. Should this become an issue, it will need to be rectified by the employee or the remote work location may not be a suitable place to work.