

supervision, so that s/he is able to act in accordance with the records retention policies for all records the employee creates, receives or maintains.

E-mail is subject to the records retention policies. Text messages, chat group posts, social media posts or similar electronic communications that are temporary in nature cannot effectively be captured on a routine basis for records retention purposes. As a result, employees shall not use those types of communications to memorialize any County business that is subject to the State Archives document retention policies.

## **Telecommuting**

Telecommuting means to perform a special project from a location other than the employee's regular workstation. Telecommuting is limited to the performance of work of such a high priority that it originates from and is assigned by the Administrator. Telecommuting requires the Administrator prior approval. Telecommuting is not to be used by an employee who, for personal reasons, must be away from work, but has exhausted available leaves.

## **Travel and Transportation**

The County Administrator or the County Administrator's designee will approve or reject all requests received from supervisors on behalf of their employees for reimbursable travel in order to conduct County business or to receive training that will benefit the County. Approval for the travel **must** be obtained in advance of the travel. A copy of the meeting agenda, training agenda, seminar agenda or other appropriate documentation must be attached to all requests for reimbursable travel.

The County Administrator may authorize advance funding in excess of fifty (\$50.00) dollars for authorized travel subject to strict accountability. Requests for such advances must be submitted to the County Administrator through the respective department head for approval not less than seven (7) working days prior to the scheduled time of departure. Employees who have received advance funding for authorized travel must submit a travel expense report with all receipts within five (5) working days of return. Travel advances may be granted only where expenses are expected to exceed \$50.00. If after subtracting qualified business travel expenses the employee has a balance from the advance funding, the balance must be returned with the travel expense