

Teleworking Policy

§-I. PURPOSE

To provide the option of Teleworking to eligible employees as a workplace strategy to balance organizational objectives with employee well-being. Teleworking is a means for increasing productivity, decreasing commute time, and providing an option for accommodating certain disabilities.

Teleworking is voluntary and requires cooperation and close coordination between the Telemanager and the Teleworker. Commitment of the Teleworker is imperative and directly related to the success of the program. Teleworking is a privilege and not an employee benefit, and can be revoked at any time.

During a closure under the Emergency Closure Policy, all teleworking for nonessential personnel previously authorized under this policy is suspended for the duration of the closure. Essential personnel identified by the department director, with approval from the City Manager, will be permitted to telework in such events and follow the provisions of this policy.

§-II. SCOPE

Candidates for teleworking must fulfill the following criteria:

- Employee must be in a regular, full-time status for at least one year.
- Employee must have an acceptable attendance record, and a history of satisfactory performance ratings.
- Employee must have a suitable home environment. The area must be free from distractions, have appropriate lighting and ventilation, and meet all required safety standards.
- Task(s) must be performed with employee's personal equipment/electronic devices (computers, phones, scanner/copier, etc.).
- Employee must have the ability to maintain office communication at all times through voice mail and/or email with a customer, Department Head and City Manager and must be able to perform one or more measurable tasks.
- Employee must sign and abide by the Teleworking Agreement.
- Any employee designated as an essential employee and authorized to telework by the City during a declared or undeclared emergency closure.

§-III. POLICY Teleworking is the practice of allowing employees to work from home, a satellite office, or other remote work centers, rather than at an employee's standard work site. ¶

§-IV. PROCEDURES

A. Definitions

Telemanager - is a manager that directly supervises the Teleworker. The Telemanager is responsible for evaluating the effectiveness of the program for each participant. If a

problem arises that cannot be resolved, the Telemanager is responsible for termination of the teleworking agreement. The Telemanager is also responsible for providing weekly work reports.

Teleworker - is an employee that is permitted to work from their home, or other suitable location, and he or she will be responsible for adhering to the guidelines of the Teleworking Policy which includes working at least the number of hours that will be paid for that day. A Teleworker's job may require that all or part of a teleworking day be forfeited due to priorities in the office. This priority will be determined by the Telemanager.

The City is a government organization and public scrutiny should always be a concern for everyone in this program. It is imperative that the teleworker be sensitive to how the citizens perceive employee actions during a teleworking day.

B. Participation

Participation in the program must be approved by the City Manager and will be based on information provided in the Teleworking-Agreement.

Basic terms and conditions of employment apply to all Teleworkers. Teleworking does not change an employee's salary or benefits, job title, or job responsibilities. Teleworking hours, vacation, compensatory time, and paid overtime must be approved in advance by the Telemanager. All policies, practices and instructions of the City remain in effect while the Teleworker is working at the remote location.

Teleworkers shall notify the Telemanager as soon as possible whenever illness or a personal emergency occurs on a Teleworking day. Sick, emergency or other leave usage shall be recorded by the Teleworker on the time record the day of occurrence. Comp Time accrual is not allowed on a teleworking day.

Teleworking is not an alternative to child or elder care and, when applicable, the teleworker must make appropriate arrangements for dependent care.

It is the responsibility of the teleworker to take all precautions necessary to secure proprietary information and to prevent unauthorized access. The teleworker is required to observe all office security practices to ensure the integrity and confidentiality of proprietary information. Steps to ensure the protection of proprietary information include, but are not limited to, use of locked file cabinets, flash drives and desks; regular password maintenance; and any other steps appropriate for the job and the environment.

Telemanagers are required to forward a report at the close of each day that documents the work completed. Failure to supply the report may result in suspension of the telework arrangement.

C. Equipment

All equipment used in Teleworking will be the responsibility of the employee. The City may not provide service or maintain any equipment needed for Teleworking. Warranty and maintenance issues are the responsibility of the employee.

The specific equipment, supplies and other resources necessary for a Teleworking project or task shall be determined by consensus of the Teleworker and Telemanager. Should the equipment become inoperable or unavailable, the employee is not excused from work commitments and may be required to return to the work site.

The City will not reimburse Teleworkers for the purchase of standard office supplies normally available at the work site. It is the responsibility of the Teleworker to gather and transport all necessary items for the completion of tasks assigned for Teleworking. The City will make no provisions for providing copiers or special telephone equipment. Upon approval by the Telemanager, necessary long distance telephone call cost will be reimbursed to the employee when the required documentation is provided.

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