

CITY OF THORNTON ADMINISTRATIVE DIRECTIVE 2-51

Office of the City Manager June 19, 2020

REMOTE WORK

1.0 Purpose:

1.1 The purpose of this policy is to provide standards for the various aspects of formal, set remote work schedules. Remote work is encouraged where it is a viable work option with benefits to the City and employee.

2.0 Scope:

2.1 These guidelines apply to all City employees.

3.0 Policy:

3.1 General

- a) Working from home or another secondary worksite location for one or more days per pay period instead of working at the primary place of work is an option that provides an alternative means to fulfill work requirements. Participating in a remote work program is strictly voluntary. The opportunity to engage in remote work must be approved by the employee's Department Head and must demonstrate mutual benefit. A remote work arrangement may be discontinued at any time by the Department Head or employee with approval.
- b) A Remote Work Plan will be created for each employee working remotely and approved by the Department Head. The requirement of a Remote Work Plan may be waived by the City Manager in special circumstances. However, the remainder of this Directive, as well as all other policies, would remain in effect.
- c) Remote work may not be available to all positions based on essential functions and/or may be limited to a part-time basis depending on the needs of the City.
- d) Remote work assignments will be reviewed at least annually to ensure that the agreement continues to be beneficial to both the City and employee.
- e) Remote work is not a substitute for regular, ongoing dependent care. Employees need to make arrangements for regular dependent care, if applicable.

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- f) Employees may be allowed to remote work on a temporary, short term basis without a Remote Work Plan, with approval of their supervisor. Examples include, but are not limited to, finishing a specific project or needing to be at home for a delivery.

3.2 Eligibility and Scheduling

- a) Employees who have been employed with the City for a minimum of six months may be considered for remote work. Employees in a training capacity will not normally be approved to participate.
- b) The decision to allow an employee to remote work will be made by the Department Head on a case-by-case basis. In addition to length of employment, other factors that may be considered in the decision include, but are not limited to, overall job performance, degree of self motivation; degree of organizational, prioritization and time management skills; and the ability to work independently in an unsupervised environment.

- c) A regular remote work schedule must be established and approved through a Remote Work Plan form prior to the start of the work arrangement. During these hours, the employee must be available by phone, with the exception of the break period, unless otherwise agreed to by the supervisor. Remote working employees must be on site when necessary.
- d) The number of hours the employee is expected to work per day, or per pay period, will not change as a result of participating in the remote work program. Remote working employees are required to meet the expected number of work hours for the day or pay period.
- e) The supervisor reserves the right to require a remote working employee to return to the primary work location on a regularly scheduled remote working day, if warranted. The City will not provide mileage reimbursement and/or a City vehicle to employees when this occurs. If this situation becomes frequent, then the supervisor may re-evaluate the appropriateness of the remote working for that individual's job responsibilities.

3.3 Workspace

- a) The employee's offsite, secondary work location is to be considered an extension of the primary work location.
- b) The secondary workspace must provide a working area, lighting, power, and temperature control in order to successfully perform the essential functions of the job.

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- c) The supervisor and/or the City's Safety Administrator may require an inspection of the offsite workspace(s) as part of the ongoing monitoring process. The employee agrees to maintain safe working conditions at the secondary work location and to practice the same safety habits in the designated secondary workspace as in their primary workspace. The employee agrees to implement all ergonomic recommendations or requirements.

3.4 Equipment

- a) The City will provide the following equipment, software, and services at the secondary workspace:
 - 1) City owned laptop with the appropriate software to perform the individuals work.
 - 2) Optional monitor with approval from the employee's supervisor.
- b) City owned/supplied equipment is to be used for City business only. All City owned/supplied equipment and software must be returned if remote work is discontinued.
- c) The City is not responsible for the employee's utility costs, insurance rates, internet connectivity or other non-reimbursable costs.
- d) Security or administrative settings should not be changed by employee. All tools and resources provided by the City shall remain the property of the City and be safeguarded from theft or damage. Theft or damage should be reported immediately to the supervisor.

3.5 Coverage

- a) The City will continue to provide Workers' Compensation coverage for any accidents that occur in the secondary workspace, as defined in the Remote Work Plan during scheduled work hours while the employee is performing work tasks. The City will not be

held responsible for injuries incurred by others in the employee's secondary workspace during working hours nor employee injuries outside of the secondary workspace. In the event of an injury while working in the secondary workspace, the employee must contact their supervisor immediately (or as circumstances permit) to get instructions for obtaining medical treatment and processing a Workers' Compensation claim.