

# Teleworking Policy

Recognizing that teleworking is one way the City can take positive steps to reduce its demand on the region's transportation network, the City generally endorses teleworking as a work option for selected employees under certain conditions as described in this policy. Teleworking is a work option for consideration by the employee, supervisor, and department head and is not a benefit of employment.

## Selection Process

Employees desiring to request a telework arrangement must submit a City approved application which will aid the employee's supervisor and department head in determining the teleworking suitability of the job, the employee, and the supervisor. The supervisor and department head will consider the following factors in determining whether or not to permit an employee to telework:

1. The need for face-to-face interaction between the employee and customers, other employees, and other third parties.
2. The ability to measure the employee's performance.
3. The support needs of the employee.
4. The supervision needs of the City.
5. The cost and availability of necessary equipment.
6. Impact upon workload of co-workers.
7. Any other business needs or concerns.

## Teleworking Conditions

If the employee's supervisor and department head approve of a teleworking arrangement, the terms and conditions of the arrangement shall be set forth in a teleworking agreement. Unless otherwise approved by the service director and the Human Resources Department, the teleworking arrangement shall include the following conditions which shall be included in the teleworking agreement:

1. The teleworking arrangement is terminable at any time by either the supervisor or the employee.
2. The teleworker will have scheduled work hours agreed upon with the supervisor, including specific core hours when each can be reached by phone. The weekly and daily work schedule will be specified. The amount of time the employee is expected to work per day or per pay period will not change due to teleworking.
3. Whether using City equipment or personal equipment, while teleworking, the employee will conform to the City software, licensing, and security standards as established by the Information Technology department. The employee will back up computer files on a daily basis.
4. Non-exempt employees must not work more than 40 hours per week without the advanced approval of the supervisor. This 40 hour limit includes time spent teleworking.
5. Employees who are injured while teleworking, however slightly, must immediately report the injury to their supervisor and the Risk Management Division and comply with the City's workers' compensation program.
6. In order to limit liability, ensure the safety of City equipment, and ensure satisfactory job performance, the supervisor or Risk Management Division personnel may conduct a site inspection of the teleworking site at any time that teleworking is occurring.

7. The employee will use good safety practices while teleworking.
8. The City will not be responsible for injury to family members, visitors, or others at the telework site.
9. The employee will be responsible for any damage to or loss of City equipment caused by the intentional acts or negligence of the employee or the employee's family. The employee authorizes the City to withhold from the employee's pay the repair cost or replacement value of such damaged or lost equipment. The City will not be responsible for damage to or loss of employee-owned equipment.
10. Employees who are teleworking must be engaged in work on behalf of the City. Non-job activities, including but not limited to providing child care or performing yard or house work, are not permissible telework activities. Teleworking is not a substitute for the employee's use of sick leave or dependent care leave.
11. Compensation and benefits are not affected by the telework arrangement.
12. Employees must continue to abide by the City's personnel policies and procedures while teleworking.
13. The employee's department will reimburse the employee for all business long distance telephone calls upon presentation by the employee of an itemized copy of the telephone bill. The City will not reimburse for local calls or for the cost of phone service at the telework site.