

ADMINISTRATIVE POLICY 2020-39

SUBJECT: Emergency Telecommuting Policy

DATE ISSUED: March 25, 2020

DATE EFFECTIVE: March 25, 2020

APPROVED: 
Lance Hoyt, City Manager

SECTION ONE – PURPOSE.

The purpose of the temporary emergency policy is to provide guidance and establish procedures regarding the use of teleworking for eligible positions under emergency situations. Teleworking is neither a benefit nor an entitlement and in no way changes the terms and conditions of employment.

SECTION TWO – DEFINITION.

Telecommuting: A telecommuter works from home, using technology to connect with supervisor and coworkers. Some of the technologies a telecommuter uses include:

- email
- text messages
- phone calls (one-on-one, conference, calls forwarded from office)
- remote connection to workers desktop

SECTION THREE – POLICY.

1. This telecommuting policy provides a general framework for all City of Toppenish telecommuters and does not address the special conditions and needs of all individuals. Specific conditions relating to the employee working at home will be pre-arranged by the employee and his/her supervisor subject to director approval.
2. Eligible positions will be determined by the Department Director and be based on functional role and ability to perform duties remotely, business needs, availability of telecommuting technology and an appropriate work location. Telecommuting may be appropriate for some employees and duties, but not necessarily viable for everyone.
3. Telecommuting is a work arrangement in which part of, or all of the weekly scheduled work is performed at an alternative location. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for a few days or intermittently.
4. Since the employee's homework space is an extension of the agency workspace, the State's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. Therefore, all employees will be expected to keep their workspace safe and free of hazards and act in a responsible manner to avoid injury.
 - Telecommuting employees are required to notify their supervisor and Human Resources of injuries within 48 hours of when the injury occurred.
 - The City is not liable for injuries sustained by family members or other visitors to a Telecommuter's alternate work location.

- The Supervisor may inspect, with advance notice, the Telecommuter's alternate workplace for safe conditions.
 - The City will not be responsible for costs associated with setup of the Telecommuter's work environment, such as remodeling, furniture or lighting, nor for repairs or modifications to the environment.
5. Equipment and Alternate Work Environment. Telecommuters will use city-owned computer equipment (laptop) and may be assigned a City cell phone for answering customer calls.
 6. Consistent with the City's expectations of information security and compliance with public record laws, the Telecommuter will ensure the security and protection of information accessible from their alternate work location. The Telecommuter will check with their supervisor when security matters are at issue. No confidential information (including passwords) will be downloaded/saved to any non-city data storage device (including but not limited to hard drive, CD, DVD, or flash drive). Any information that is considered confidential or protected will not be removed from the regular office without the Department Director's specific approval in writing.
 7. Office supplies will be provided by the City and should be obtained during the teleworker's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed without prior approval from the Department Director.
 8. Telecommuters should be reachable via telephone and email, within reason, during agreed upon work hours. Telecommuters are expected to notify their supervisor when they leave their telecommuter location, just as they would during a traditional office day.
 9. Telecommuters may be monitored throughout the telecommuting period.
 10. Telecommuters must adhere to all breaks, just as they would during their traditional office day.
 11. Initially, the employee should check-in with their supervisor daily letting them know they have started their teleworking day. This is an opportune time to relay any issues that have arisen. After both parties are accustomed to the telecommuting arrangement, the supervisor may set the parameters for check-in.
 12. Telecommuters will keep their timesheet accurately updated and send the timesheet into their supervisor for approval.
 13. Accrual of overtime or compensatory time will be administered under the same provisions if the work were performed at the regular work location, as a reminder overtime must be pre-approved by your supervisor.
 14. Leave used on a planned telecommute day will be administered under the same provisions as leave used from the regular work location.
 15. Telecommuting is not designed to be a replacement for appropriate child or elder care. Although a Telecommuter's schedule may be modified to accommodate care needs, the focus of the arrangement must remain on job performance and meeting business demands.

16. The Telecommuter and Supervisor mutually agree to adhere to and evaluate a daily work plan. The Supervisor will review the proposed work plan and approve, adjust or decline the proposal based on reasonable priorities.
17. The Telecommuter will provide a status report of completed work to their supervisor as requested, this may be daily but could be weekly if mutually agreeable.
18. Status reports may be done via email or by phone.
19. The Supervisor shall verify the quality and quantity of work done in accordance with the established work plan.
20. City of Toppenish policies and procedures remain in effect while telecommuting. All Telecommuters are expected to adhere to all applicable policies while working remotely.
21. The City may revise, modify or terminate the Telecommuting agreement at any time.

CITY OF TOPPENISH TEMPORARY TELECOMMUTE AGREEMENT

Employee:			
Employee Title:			
Department:		Supervisor:	
Telecommuter's Alternate Workplace Address:			
Employee Contact Number:			
Equipment Assigned:	<input type="checkbox"/> Laptop <input type="checkbox"/> City Cell		
This Agreement Applies to:	<input type="checkbox"/> COVID-19 response		
Available Home Equipment:	<input type="checkbox"/> Internet <input type="checkbox"/> Phone <input type="checkbox"/> Other _____		
System Access Granted	<input type="checkbox"/> Remote Access/ Terminal Server <input type="checkbox"/> Remote Access/Local PC		

General summary of duties that will be performed while telecommuting (add additional pages if necessary)

Telecommuting Days: Check the days and times that you will telecommute (not the days you are in the office or taking leave). If your telecommuting schedule will vary, based on business needs, check "variable".

Day	Hours	All Day	Partial Day	Notes
<input type="checkbox"/> Monday		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Tuesday		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Wednesday		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Thursday		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Friday		<input type="checkbox"/>	<input type="checkbox"/>	

Checking & Returning Calls & Emails: Employee agrees to check their office voicemail _____ times a day while teleworking (the minimum is beginning of shift, mid-day and afternoon). The employee will return voicemails and emails within 24 business hours.

Signature below signifies agreement with the provisions of this document.

	Printed Name	Signature	Date
Telecommuter:			
Supervisor:			
Director:			