




POLICY & PROCEDURE

Subject: TELEWORK			Index: HRRM DEPARTMENT Number: 300-03	
Effective Date: 5/10/2022	Supersedes: 7/13/2021	Page: 1 of 5	Staff Contact: Ellen Bradley-Mak	Approved By: 

1.0 PURPOSE:

To establish a policy and procedures to use, where appropriate, Telecommuting in order to attract and retain a skilled, diverse, dedicated workforce, reduce costs, encourage affordable traffic mitigation and improve productivity among employees while meeting the needs of the residents. This policy would also be utilized if City Hall or other City facilities are closed in response to an emergency requiring the employees who work in those buildings to work from home.

2.0 ORGANIZATIONS AFFECTED:

All divisions and departments.

For employees who are represented under the terms of a collective bargaining agreement, this policy prevails except where it conflicts with the collective bargaining agreement, or any memoranda of agreement to the collective bargaining agreement, relative to the members of the bargaining unit.

3.0 REFERENCES:

Collective Bargaining Agreements

Policy & Procedure 100-05: Disclosure of Public Records

Policy & Procedure 100-09: Email System

Policy & Procedure 230-02: Records Management

Policy & Procedure 250-15: Technology Device Procurement, Management and Usage

Policy & Procedure 250-16: Electronic Data Security

4.0 **POLICY:**

- 4.1 **Scope:** The telework policy shall apply to all employees in the City of Renton who are employed by the City of Renton in a regular-status position.
- 4.1.1 Telework is not appropriate for all employees. No employee is entitled to or guaranteed the opportunity to telework. The employee and supervisor will assess the job responsibilities of the employee to determine if the job is appropriate for teleworking. The supervisor has full discretion to deny a telework agreement if they deem it not appropriate.
- 4.1.2 Employees requesting telework as a medical accommodation for their own condition should contact HRRM prior to requesting telework from their supervisor. HRRM will work with the employee on reasonable accommodation options, and provide information and options to the supervisor, without disclosing the employee's personal medical information.
- 4.2 **Type of Arrangements:** The city authorizes two different telecommuting arrangements, which both require completion of a Telework Application and Telework Agreement.
- 4.2.1 **Informal telework:** Ad-hoc telework arrangements may be approved for an employee when the employee is working on a project requiring uninterrupted focus or when the employee must be home for a situation, other than dependent care (except if approval is provided by the HRRM Administrator per 4.13), that would otherwise require the use of vacation, comp time, personal holidays, or management leave. Additionally, Supervisors can approve telework in advance in anticipation of inclement weather. If an employee performs telework on a regular basis rather than occasional basis the telework becomes routine telework and the appropriate agreement must be completed.
- 4.2.2 **Routine telework:** Permitted for employees only under the terms of the Telework Agreement reached between the employee and the immediate supervisor and approved by the Department Administrator. See attached form for reference.
- 4.3 **Eligibility:** Telework agreements will only be approved if the employee has a portion of their workload that can be completed outside of the office. Other eligibility considerations are:
- 4.3.1 If the needs of both internal and external customers can be met without adverse impact to the organization.

- 4.3.2 The teleworker must be able to arrange with their co-workers and supervisor for coverage of on-site job demands that arise on telework days. If during the effective period of a Telework Agreement coverage cannot be provided without a decrease in service levels or additional cost to the City, the supervisor may require the employee to report to their regular workstation at City premises.
 - 4.3.3 Employees must reside in the State of Washington to telework.
- 4.4 The employee's schedule shall be outlined in the agreement and in compliance with wage and hour laws, City of Renton policies, Department standards and any applicable collective bargaining agreement. Any personal leave time to be taken during a telework period must be preapproved and requested in the same manner as other leave requests. For informal telework agreements, each instance of telework must be separately approved by the supervisor prior to the telework commencing. Such approval should be documented in writing, which may be by email.
- 4.5 If the teleworker chooses to work at a location besides a home office, they must receive approval from their supervisor prior to beginning the telework. The supervisor must consult with Human Resources and Risk Management with any questions regarding the appropriateness of a different location as a telework site.
- 4.6 The supervisor will determine appropriate equipment needs for each telecommuting arrangement and will supply necessary general office supplies. Office furniture and household expenses such as rent/mortgage and utilities will not be paid for or purchased by the City of Renton. The employee is responsible for providing their own internet access. Equipment supplied by the City of Renton is to be used for business purposes only, except as permitted by Policy 250-15. Equipment supplied by the employee will be the responsibility of the employee to maintain. The employee acknowledges that equipment used for business purposes but owned by the employee is subject to Public Records laws and may be inspected, as necessary. The City of Renton accepts no responsibility for damage or repairs to the employee-owned equipment.
- 4.7 Technical support is available by phone, during the core office hours to employees via the City's IT Service Desk for City issued laptops, network related connectivity issues and software programs. It is the teleworker's responsibility to ensure the internet connection has been tested at their home office prior to the beginning of their telework agreement. Any down time related to technical issues should be reported to the supervisor immediately.

- 4.8 Teleworkers must follow the current Electronic Data Security policy (250-16). Any licensed software needed to telework will be put on the laptop as appropriate.
- 4.9 Employees who telework are expected to be available during their work hours via email and have functioning internet and phone service. It is up to the employee and supervisor to determine the communication strategy and outline it in the Telework Agreement.
- 4.10 The employee and supervisor shall take appropriate safeguards to secure confidential data and information. Any City materials taken home should be kept in the designated work area and not be accessible to others and be returned when the assignment is complete.
- 4.11 Telework agreements are not to be used as a substitute for dependent or childcare, unless in emergency situations when schools and/or daycares are closed. Employees who telework are required to make dependent and childcare arrangements as they would if working on site. The HRRM Administrator will review exceptions to this on a case-by-case basis.
- 4.12 If the employee is injured in the course and scope of performing the official duties during the agreed-upon work hours, regardless of work location, the employee is covered under the state's worker's compensation law. The employee must notify their supervisor immediately and complete necessary forms.
- 4.13 Employees may not conduct in person business meetings while working at their residence.
- 4.14 Participation in the Telework program may be revoked if an employee violates or abuses the program. Violations and abuses include but are not limited to;
 - 4.14.1 Failure to provide satisfactory work products or deficits in performance.
 - 4.14.2 Using telework hours to conduct personal business, perform work outside of City business, and/or taking breaks that exceed authorized periods without prior approval.
 - 4.14.3 Failure to accurately report time.
 - 4.14.4 Frequent absences or unexcused tardiness from work.
 - 4.14.5 Failure to receive prior authorization from their supervisor to adjust work hours.

4.14.6 The continual loss of internet connectivity causing a disruption in the employee's workday.

4.15 An employee who wishes to end their telework arrangement may do so with written notification to their supervisor.

5.0 DEFINITIONS:

5.1 **Telework:** A working arrangement in which the designated workplace is located part time at an alternate location outside the regular work location such as a home office.

6.0 PROCEDURES:

6.1 To initiate a telework arrangement, an employee should complete the Telework Application and submit the application to their direct supervisor. The Supervisor or designee will review the application and make a recommendation for approval or denial within seven working days. Concurrently, the employee should complete a Telework Checklist to determine any necessary items that would be needed to carry out their telework assignment. Informal telework arrangements can be pre-approved in advance without a specific date being identified.

6.2 If approved, the supervisor and teleworker will complete a Telework Agreement and forward the completed agreement to the department Administrator for approval.

6.3 The application, agreement and checklist are forwarded to the HRRM Department for review and final approval. Any concerns will be addressed within seven working days of receipt. Denied requests will be returned to the employee with explanation.

6.4 All teleworkers will adhere to City policies while working from their home office or other approved telework location.



TELEWORK CHECKLIST

This checklist is used to assess the overall safety of your telework location. This checklist should be completed and submitted with the telework agreement with **all** boxes checked. Any boxes that cannot be checked should be addressed prior to submitting the agreement.

- Is your workspace free from excessive noise?
- Is your computer and other office equipment plugged into a surge protector?
- Does the space appear to be free of indoor air quality problems?
- Is all electrical equipment free of recognized hazards that would cause physical harm?
(frayed wires, bare conductors, loose wires, exposed wires)
- Is there an exit that allows proper exiting?
- Is there a working fire extinguisher near by?
- Are working smoke detectors installed?
- Is the work area private and free of intrusion?
- Is your office furniture ergonomically correct?
(29" Desk, keyboard in line with wrist position, monitor 20-24" from eyes)
- Can all work materials be securely stored?

I have completed the checklist as accurately and honestly to the best of my knowledge. I agree to inform my supervisor immediately of any changes to the Telework Site that could impact the health and safety of employees.

Employee Signature & Date

Supervisor Signature & Date