



TITLE:	Telecommuting Policy		
POLICY NUMBER:	20-02		
EFFECTIVE DATE:	03/11/2020		
APPROVED BY:	Name: Amy Ockerlander	Title: Mayor	
ATTORNEY REVIEW:	Completed 03/13/20 by Rachel Turpin, Madrona Law Group, PLLC		
REVISION DATE:	N/A		

I. PURPOSE

To establish a policy and procedures to encourage, where appropriate, the use of telecommuting in order to attract and retain a diverse and talented work force by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction Law. Additionally, to provide the City with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the City to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the Department Director and the City Administrator. The City or employee may discontinue the telecommuting arrangement at any time without advance notice.

II. DEPARTMENTS AFFECTED

All departments with employees who meet the criterion for Telecommuting and request the opportunity to do so.

II. DEFINITIONS

“Telecommuting” means work performed at an employee’s residence to conduct an employee’s job duties, or at other locations when approved by employee’s direct supervisor

III. POLICY

An employee may be permitted to telecommute for all or a portion of the employee’s workweek, if approved in advance by the employee’s department director and the City Administrator. Telecommuting may be approved by an employee’s department director with final approval by the City Administrator if they, in their discretion, find that the employee’s telecommuting will not negatively impact service delivery, customer service, or the overall function of the work unit.

Telecommuting Program Requirements:

- The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee's duties, obligations and responsibilities prior to telecommuting
- The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- Unless authorized by a Director, telecommuting shall not generally be used as a substitute for dependent care. A telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that dependent care does not interfere with the employee's performance of their job responsibilities.
- Telecommuting employees shall not hold in person business meetings with internal or external clients, customers or colleagues at their residence.
- A telecommuting employee may not perform work for a non-City employer during the telecommuting period. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external clients during telecommuting period(s).
- FLSA-exempt employees must indicate the hours they will be available to be reached by staff and customers, which shall also be approved by the employee's supervisor.
- As part of approval of a telecommuting request, a department director may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to director approval.
- For Non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized in advance by the employee's supervisor/director.
- Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The City will not provide office furniture to employees who telecommute.
- All city employees must use City issued equipment for telecommuting via Virtual Private Network (VPN). Personal devices are not allowed. This is to ensure the City of Duvall's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to our public image.
- All remote access will be managed by the IT Department.
- Telecommuters shall make every effort to secure City information in their residence and prevent unauthorized access to any City system or information. If City equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, the IT Department, and local law enforcement.
- The telecommuter or the director may end the telecommuting arrangement at any time.
- Telecommuters must understand and agree to the Program Requirements listed in this policy.

Eligibility:

Employees are eligible if they:

- Have job duties that are not required to be performed at the City’s facilities.
- Can be available by cell phone, telephone, email or text, during all telecommuting hours.
- There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- The employee’s job is not dependent on the location of the workplace.
- The employee shall have previously demonstrated to the department director’s satisfaction, their capability to work productively without direct supervision.

Employee Responsibility:

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- Proposed Telecommuting day(s) per week and number of hours per day requested and proposed duration of telecommuting arrangements.
- Tasks the employee proposes performing while telecommuting.
- Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.
- Complete IT Department document *Remote Access Policy and Agreement* prior to start of telecommuting.

Assigned Telecommuting:

Under other-than-normal circumstances, including but not limited to; natural disasters, risks to public safety and/or health, at the discretion of the City, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the City will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the City, County and/or State recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the City’s *Public Health Emergency and/or Pandemic Response & Recovery Policy & Procedures* (Policy 20-01).

Acknowledgements

Signature

Printed

Date

Authorized By



TELECOMMUTING REQUEST FORM

Revised 03/11/2020

Employees who wish to telecommute must complete and submit this form to their department director for approvals prior to telecommuting. The department director agrees to monitor the employee's performance and adhere to established guidelines and work standards.

Employee name (print):			
Position title:	<table border="1"> <tr> <td>Non-Exempt</td> </tr> <tr> <td>Exempt</td> </tr> </table>	Non-Exempt	Exempt
Non-Exempt			
Exempt			
Department:			
Day(s) requested to telecommute:			
Primary work hours:			
Number to be contacted at while telecommuting			
Additional information/availability			
Proposed beginning and end dates:			
Purpose for Telecommuting:			

Employee Agreement: I hereby request approval to telecommute. I understand that the City or employee may discontinue the telecommuting agreement at any time. I have read, understand, and agree to adhere to all policies required to participate in the telecommuting program.

Employee: _____ Date: _____

Department Director: _____ Date: _____

IT Department Review: _____ Date: _____

City Administrator: _____ Date: _____