



TITLE: Remote Work Policy & Agreement		POLICY: HR-756-2021
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MAYOR: Mayor Christine Frizzell	DEPARTMENT DIRECTOR: Lori Charles, Interim Human Resources Director	

APPLICABLE TO - All City Employees

POLICY STATEMENT - The City recognizes that a remote work arrangement may be a viable and mutually beneficial option when both the employee and the position are suited for such an arrangement. Remote work helps reduce carbon emissions and commute times, allows for potential increased work/life balance, enhances safety in pandemic and inclement weather situations, and provides more efficient use of resources and communication using technology. In addition, flexibility to allow for regular or intermittent remote work will help employees remain engaged and productive. On a case-by-case basis, the City will consider employee requests to work remotely using the criteria set forth below.

Working remotely is not an entitlement, it is not an employee benefit, it does not change the terms and conditions of employment with the City and the approval of remote work agreements are at the sole discretion of the Department Director. The City reserves the right to terminate a remote work arrangement at any time and will provide reasonable advance notice of the change to the remote work arrangement to accommodate commuting or other issues that may arise.

CITY VISION ALIGNMENT - This policy furthers the goal of to Nurture Operational and Organizational Excellence

PURPOSE - To provide guidance and predictability on remote work arrangements.

DEFINITIONS

Eligibility

When evaluating a request to work remotely, the City will consider the following eligibility criteria:

- Nature of employee’s duties and extent to which duties can be performed effectively working remotely,
- Operational and customer service needs, including the impact on other staff members,

- Equitable distribution of remote work arrangements for similar type work,
- Equipment needs,
- Ability to return to the office on short notice from the remote work location,
- Remote workspace condition, including those affecting safety and security, and
- Other factors relevant to a particular situation.

This remote work policy applies to all Lynnwood staff who meet the above criteria and is not dependent upon length of service or probationary status. However, employees on probationary status may need to be present in the office for onboarding and training.

Intermittent/Situational Remote Work Arrangement

This type of remote work is approved on a case-by-case basis and allows the employee to attend to sporadic household appointment needs, trainings, uninterrupted time for projects, no commute in inclement weather, or other situations where employees can perform work remotely for a short period of time. This type of remote work does not require a Remote Work Agreement Form; however, approval must be documented by e-mail. Situational remote work is not an appropriate substitute for sick leave and may not be used for the employee's own or a family member's, illness, injury, or other circumstance that interferes with the employee's ability to perform their work.

Regular Remote Work Arrangement

This type of remote work arrangement is for predictable remote work that is anticipated to be sustainable on an ongoing basis and meets the operational and customer service needs of the City. This type of remote work requires a Remote Work Agreement Form that will be reviewed and addressed at minimum on an annual basis. Supervisors should consider remote work requests and should do so objectively and fairly on an individual basis and across the work group.

RESPONSIBILITIES

The employee who is interested in a remote work arrangement will need to connect with their Supervisor to review the potential for a remote work arrangement.

Supervisors should consider remote work requests and should do so objectively and fairly on an individual basis and across the work group.

The Department Director/Judge should consider work requests and should do so objectively and fairly on an individual basis and across the work group.

Human Resources must review the agreement for compliance with relevant collective bargaining agreements and wage/hour laws.

Technology Requirements

The City will determine, with information supplied by employee and the supervisor or Department Director, the appropriate equipment such as a laptop, monitor, CPU (Central Processing Unit), scanner, mouse, keyboard, etc., for each remote working arrangement.

- Equipment supplied by the City will be maintained by the City, however, it is the employee's responsibility to ensure the equipment is handled and secured to prevent loss, damage, and misuse.
- Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts not responsibility for damage or repairs to employee-owned equipment.
- The City reserves the right to make determinations as to appropriate equipment.

Required Office Supplies

Any office supplies needed for performance of job duties should be obtained from the office. Equipment and supplies provided by the City are to be used for business purposes only.

- Where appropriate, the City may establish shared workspaces. Shared workspaces should be cleaned before and after by users of the workspace. Facilities will clean common areas according to best practices and health department recommendations. Cleaning supplies will be supplied by the City for use to clean on-site City workspaces.

Remote Workspace Requirements

The employee must establish a safe and appropriate remote work environment.

- The City will not be responsible for costs associated with the setup of the employee's remote work location, such as remodeling, furniture, lighting, utilities, rent or insurance, internet connectivity or for repairs or modifications to the remote office space.
- The employee's remote workspace environment should be free from disruptions and distractions that negatively affect attendance and/or the performance of job duties.
 - Remote work should not be used to provide active care for a child or other dependent. Employees should arrange care so as not to interfere with performing the requirements of their position.

Remote Security Requirements

Consistent with the City's expectations of information security for employees working at the office, employees who are working remotely must ensure the protection of proprietary City information and confidential information accessible from their remote work location. Steps include:

1. Locking the computer when leaving the work area,
2. Regular password maintenance,
3. Installation of updates as they become available,
4. Secure handling and disposal of physical documentation,
5. Ensuring secure (password protected) internet service,
6. And any other measures appropriate for the job and the environment.

All remote workers are responsible for all activity performed under their City account and must protect against any unauthorized use. If an employee's access login or password has been compromised or if the remote access user's computer, laptop, or

any City owned equipment is lost, stolen, or otherwise compromised, the Information Technology Department must be contacted immediately. City equipment should be used by the employee only.

All e-mail and materials created using remote access privileges are the property of the City and should not be regarded as private communications. Additionally, all e-mail, documents and other materials created using remote access privileges are public records and will fall under the disclosure rules of the Public Records Act.

Remote Safety Requirements

Employees are expected to maintain their workspace in a safe and ergonomically suitable manner, free from safety hazards. Employees are encouraged to request an ergonomic review of their remote workstation from the City Safety Officer. Injuries sustained by the employee in a remote office location and in conjunction with regular work duties are normally covered by the City's workers' compensation policy. Employees working remotely are responsible for notifying their supervisor of any injuries as soon as practical and should complete an Incident Report Form available on the LynnWeb.

Employees should not have work-related persons (non-city employees), vendors, or other customers visit the employee at their remote work site.

If the Mayor advises employees not to report to work or to leave early due to inclement weather, loss of power or other emergency conditions, such time will be considered as paid time off and the employee will not be charged time to accrued vacation or floating holiday leave. If you are working remotely during such time, you may elect to continue to work remotely and be compensated at your regular rate of pay.

Remote Hours Worked and Meal/Rest Periods Requirements

Employees approved to work remotely are expected to work their assigned work schedule unless approved by their supervisor. They must also observe regular lunch and rest periods. For overtime eligible employees, any overtime hours require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in termination of the remote work arrangement. An employee working remotely may be required by their supervisor to maintain a daily log of work activities and/or report their work activities. The employee will follow existing City policies to use paid sick, vacation time, or other accrued leave.

Remote Employee Availability/Responsiveness Requirements

An employee who is working remotely must be available and responsive during regularly scheduled work hours. Regardless of an agreed-upon remote work schedule, if an employee's in-person presence is needed, the employee must remain willing and able to come to the worksite to perform job duties. Supervisors should give at least 24 hours advance notice whenever possible. A request to come to the worksite during regularly scheduled work hours is not considered a schedule change. Reporting to the office from a remote work location is commute time and is non-compensable. For this reason, and due to tax implications, the City will not approve remote work arrangements where the employee's remote work location would be permanently outside the State of Washington. The City will make a reasonable effort to provide advance notice of any

changes to an established Regular remote work schedule, but advance notice will not always be possible. For union represented employees, schedule changes should be made in compliance with the relevant union contract.

Remote Employee Disciplinary Action Requirements

Failure to follow the rules and guidelines stated in this policy may result in progressive disciplinary action up to and including termination and in accordance with the relevant union contract.

PROCEDURES

1. The employee schedules a time to meet with their supervisor to discuss the potential of a remote work agreement.
2. The employee and the supervisor meet and
 - a. Review the needs of the department and the City connected to the employee's position,
 - b. Determine the type of remote work arrangement that works best for the employee and the department.
 - i. For an Intermittent/Situational Remote Agreement, the Remote Work Agreement Form is not required. Approval for this agreement must be documented by e-mail.
 - ii. For a Regular Remote Agreement, the Remote Work Agreement Form is required. The Remote Work Agreement is to be completed by the employee and their supervisor and should outline;
 - 1) How many days of the week the employee will be working remotely,
 - 2) Whether the employee is seeking to work remotely on a full-time, part-time, or intermittent basis,
 - 3) Any barriers to the work from home request, and
 - 4) The employee's remote workspace location and equipment needs.
3. After the employee meets with their supervisor and completes the Remote Work Agreement Form as applicable, the supervisor and the Department Director/Judge will determine if the remote work proposal should be approved, rejected, or approved with modifications. The agreement will need to be forwarded to Human Resources and signed electronically by all parties.
4. The City will determine, with information supplied by employee and the supervisor or Department Director, the appropriate equipment such as a laptop, monitor, CPU (Central Processing Unit), scanner, mouse, keyboard, etc., for each remote working arrangement.
5. The employee will need to obtain any office supplies needed for performance of job duties from the office.
6. The employee must establish a safe and appropriate remote work environment.

Remote Work Agreement Form

The Remote Work Agreement form can be found through the employee's NeoGov Dashboard in the eForms application. This form must be completed online by the employee and then it will be routed to the employees Supervisor and Department Director for approval. See Appendix for Remote Work Agreement Form.



Appendix

Remote Work Agreement Form

City of Lynnwood Remote Work Agreement Form

Full Name

Employee Number

Position Title

Department Title

Supervisor

Remote Work Choice - select one:

- I have read the policy, discussed with my supervisor and am requesting the following remote work schedule.
- I do not plan to work remotely. Skip to the bottom and sign form.

Address where remote work will be performed

Remote work arrangement start date (today's date)

Sunday Work Hours

Sunday Work Location

Monday Work Hours

Monday Work Location

Tuesday Work Hours

Tuesday Work Location

Wednesday Work Hours

Wednesday Work Location

Thursday Work Hours

Thursday Work Location

Friday Work Hours

Friday Work Location

Saturday Work Hours

Saturday Work Location

- I attest that I have adequate space in my home/remote work location to perform the duties of my position.
- I agree to the terms of Remote Work Policy 756 and the terms stated in this Remote Work Agreement.

Signatures

Employee Signature

Date

Supervisor Name:

Supervisor Approval Signature

Date

Director Name:

Director Approval Signature

Date