



Teleworking Policy

Policy Topic: Teleworking Policy

Policy Contact: Human Resources

Version: I

Effective Date: 08/17/2020

Approved By: HR/Legal/City Manager

Application

The provisions in this policy apply to all classified employees (including seasonal/contract/temporary) that work for the City of Waynesboro.

Statement of Policy

The purpose of this policy is to set forth the City's philosophy and administrative guidelines for teleworking. Its intent is to promote teleworking as a means of achieving administrative efficiencies, supporting Continuity of Operations Plans, reducing costs and impact associated with transportation to and from the worksite, or any other justifiable reason to incorporate teleworking. Teleworking will be defined in this policy as employees who are permitted to work at approved work sites other than the employee's central workplace (place of work where employees normally are located) where official City business is performed for all or part of their workweek.

Conditions of Employment

Teleworking does not change the conditions of employment or required compliance with other City policies. Telework is not intended to be used in place of paid leave.

Compensation and Benefits:

An employee's compensation and benefits will not change as a result of teleworking.

Teleworking Approval and Eligibility

Before determining an employee's teleworking eligibility, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of the teleworking arrangement, reviewing the following areas:

- *Current work schedule and/or scheduling issues.*
- *Exemption status.* If an employee is not exempt (Non-Exempt) from the overtime requirements of the Fair Labor Standards Act, they will be required to accurately record all hours worked and thereby must have adequate means to log hours worked into Kronos.
- *Access to Systems, Email, & Telephone.* An employee will need to determine if they are able to adequately obtain access to the necessary systems, software, etc. to maintain proper communication with employer. If VPN access is needed, City owned equipment is necessary.

- *Job responsibilities.* The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a teleworking.
- *Performance Ratings.* An employee must have a satisfactory performance record.
- *Tax and other legal implications.* The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Expectations of Work

Employees who are eligible to begin teleworking, several expectations are to be met in order to maintain teleworking status.

- *Employees are to be accountable for their assigned jobs and duties.* In addition to regular performance standards that must be met at all times, employees working remotely must demonstrate and maintain organizational skills; capacity to work independently; and exceptional communication. Supervisors will establish the expected work product as well as the due date, the anticipated quality, and other criteria that might affect the successful completion of the individual tasks the employees will be working on. Employees working remotely are expected to work and be available their normal scheduled working hours.
- *Employees must maintain the security of City information.* Employees must safeguard City information used or accessed while teleworking. Supervisors must work to manage permissions for employees, according to IT security procedures for employees to work on restricted-access information or materials at alternate work locations. Employees must agree to follow all applicable security procedures in order to ensure confidentiality and security of data.
- *Employees must maintain safe work conditions and practice appropriate safety habits.* Employees must confirm that the work location is free from hazards; notify their supervisors immediately of any injury incurred while working, as the City may be liable for job-related injuries or illnesses that occur during employees' established work hours in their alternate work locations; and absolve the City from liability for damages to real or personal property resulting from participation in telework.
- *Employees are responsible for maintaining communication.* The manager and co-workers need to be kept apprised of the teleworker's schedule, how to reach him/her, how to handle telephone calls or other communications that need to go to the teleworker, and how customers are to be handled. Teleworkers may occasionally need someone who is physically in the main office to assist them, for instance, to fax or scan a document to them, or to look up information. These arrangements should not be unexpected or burdensome, and they should be forethought.
- *On-Site Attendance.* Employees may be required to come to the office as needed upon request with reasonable notice from the supervisor or City Manager, for meetings and/or other matters needing in-person attention.

Interpretation and Administration

The City Manager and Human Resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

Revisions and Approvals

Date	Version	Approver	Change Description