



## Telecommuting/Work from Home Guidelines

The City recognizes the valuable role telecommuting can play in a time of emergency and in supporting employee work/life balance. However, telecommuting must serve the needs of both the City and the employee and not all City positions are suitable for telecommuting as the responsibilities cannot realistically be fulfilled remotely. Therefore, any requests for work from home must be evaluated on a case by case basis and approval of both the Department Director and City Manager are required.

Work from home authorization will be subject to the following guidelines:

- Essential position responsibilities must be achievable via remote access (phone, email, etc.).
- Employee requesting work from home authorization must provide their own computer (or alternative) and internet access.
- Employee must abide by any City cyber security policies or rules related to telecommuting.
- While at-home work is authorized, the Employee shall maintain their workspace and home in a safe condition, free from hazards and other dangers.
- Employee and Department Director must agree to established hours during which employee will be online and available. These hours must be communicated to other staff as deemed necessary.
- Employee and immediate supervisor must establish expectations for the work to be completed remotely and must maintain ongoing communication regarding work assignments, progress, and other necessary matters during the telecommuting period.
- Children or other members of the household in need of care or supervision should not be under the employee's direct care during established work time.
- Telecommuting authorization will be revoked if the employee is not responsive during established duty hours, supervisor determines that there is insufficient work available on a remote basis, or it is otherwise determined that there is insufficient benefit to the organization to continue remote work.
- Employee is subject to recall, if necessary, at their supervisor's discretion if their services are needed onsite.

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