	CITY OF HENDERSONVILLE		
		Date rescinded:	September 1, 2022
Policy Name:	Temporary Telecommuting Arrangements Policy	Date Adopted by Council :	March 20, 2020

Temporary Telecommuting Arrangements Policy

Due to an infectious disease outbreak the Federal and State governments have released guidelines and recommendations to work from home whenever possible and telework to the greatest extent possible. The City of Hendersonville is implementing voluntary temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at the City of Hendersonville that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Expanded Definition of Essential Personnel during Emergency: Department directors are to identify essential personnel. For the purpose of this emergency policy, essential employees are defined as employees who, during an emergency, provide essential services to support efforts to maintain or restore the health, safety and welfare of the City and citizens. These individuals are to be notified they are essential personnel and they are expected to come to work in emergency situations unless they are specifically excused by the department director. These personnel are required to perform essential duties of their job during a time of emergency. Failure to work as directed may result in disciplinary action up to and including termination. Essential personnel are not limited to public safety employees. Other essential personnel may be identified in all departments of the City.

a. Modified duty requests for essential personnel will be reviewed on an individual basis by department directors, with approval by the City Manager.

Employee Telecommuting Responsibilities

a. Positions approved to work from home temporarily will be determined on a case by case basis.


b. Employee is responsible for maintaining the same levels of productivity as if he or she were at the City's business premises, except as otherwise agreed to by the employee's department director.

c. Employee must be available as needed to be in contact with the City management and staff and other third parties as necessary in the course of conducting City business.

d. Subject to applicable law, employee agrees to comply with all other existing job requirements as are in effect at the City's business locations.

e. Employee shall be subject to all City policies and procedures.

f. Upon request, employee must produce a weekly job log of activities completed to management by close of business every Friday.

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g. Employee must adhere to the IT security architecture setup and configuration approved for use by the City.

h. Telecommuting is not a substitute for childcare, and as such the employee's priority during the telecommuting hours must be on work. Department heads may establish procedures to ensure an employee is available to work during telecommuting period, with the exception of the meal break.

i. The employee must sign a telecommuting agreement prior to beginning the telecommuting arrangement.

j. Employee shall take precautionary measures to ensure cyber threats are mitigated to the greatest extent possible, including but not limited to:

1. Creating service tickets for suspected phishing attempts
2. Double-checking that e-mails, voicemails, text messages, and the like are legitimate and from reliable sources
3. Utilizing two-factor authentication whenever possible
4. Updating and maintaining strong passwords for all accounts
5. Not conducting City business over a public wifi network


These arrangements are expected to be short term, and the City of Hendersonville will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and the City of Hendersonville may require employees to return to regular, in-office work at any time.

Approved by:

John F. Connet, City Manager

Date

This policy may be modified by the City Manager as needed and ratified by the City Council at their next available meeting.

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Policy Acknowledgement

I, _____ have read, understand, and agree to comply with the City policies for temporary telecommuting arrangements as specified in this Temporary Telecommuting Arrangements policy. If I misuse or fail to return assigned equipment when requested to do so, I may be liable to the City for the full replacement cost of the equipment. I understand that failure to comply with the stated policies may lead to disciplinary actions, including the possibility of termination of my employment.

If requesting the use of temporary take-home technology devices, please respond to the following:

I, _____ attest that I do not have access to a computer and am requesting a rental laptop or tablet from the City. I understand that making a false statement as it relates to my access to the aforementioned may lead to disciplinary actions, including the possibility of termination of my employment.

I, _____ attest that I do not have access to a sufficient internet connection and am requesting a rental Mifi device from the City. I understand that making a false statement as it relates to my access to the aforementioned may lead to disciplinary actions, including the possibility of termination of my employment.

I, _____ attest that I need a mobile phone to adequately perform my work and am requesting a rental mobile phone from the City. I understand that making a false statement as it relates to my access to the aforementioned may lead to disciplinary actions, including the possibility of termination of my employment.

Employee Signature: _____

Date: _____

Department Head: _____

Date: _____

Approved by:

John F. Connet, City Manager

Date: