

## CHAPTER 5: COMPENSATION

### 5.12 Telework Policy

#### Purpose:

Teleworking is a work arrangement between an eligible City employee and their supervisor that allows them to engage in work in an area that is outside of their designated office space for part of their workweek due to special circumstances. Teleworking intends to create flexible conditions that will help employees accomplish their work effectively without disruption to city services.

This policy offers general guidelines for Department Heads/Supervisors to allow appropriate levels of remote work within their departments, while continuing to provide great value and service to the City of Port Lavaca.

Temporary informal, or short-term teleworking arrangements may be approved for various circumstances such as inclement weather, special projects, business travel, or for employees on family or medical leave. These arrangements are subject to the approval of the Department Head, depending on the business needs of the department.

During periods of emergency, the City Manager may direct departments to engage in teleworking arrangements wherever possible.

#### Policy:

##### A. Eligibility

1. Individuals requesting teleworking arrangements must be employed with the City for a minimum of 6 months of continuous, regular employment, must have a satisfactory performance record, and must have the appropriate equipment to perform such work. Due to the City's wide range of services and obligations, this policy may not be feasible for all Departments/Offices. All employee requests to participate in a telework capacity will be reviewed on a case-by-case basis.

##### B. Employee Responsibilities

1. All City employees who have received supervisory approval to telework must sign the Teleworking Agreement under this policy. A department head may have additional guidelines, requirements, or procedures provided they are in conformance with the general intent of this program.

2. Teleworking employees are subject to the same professional standards they normally would be when engaged in onsite work and must adhere to all City of Port Lavaca policies.

3. Teleworking employees must ensure they have the appropriate training, equipment and supplies to conduct their work in an offsite capacity as approved by City Manager, and IT consultants.
4. In accordance with the Teleworking Agreement, teleworking employees must perform work related activities during their scheduled teleworking hours as agreed to between the supervisor and employee and must be responsive and available as required when working onsite.
5. Teleworking employees must designate a professional work area that is suitable for performing their assigned duties. Requirements for these areas will vary, however, employees should use good judgement when selecting a location to work offsite.

### C. Department Head Responsibilities

1. Department Heads/Supervisors shall be responsible for identifying which work activity qualifies or does not qualify for telework and ensure consistent applicability of telework arrangements among their employees throughout the departments.
2. Departments shall establish effective management controls that will be used to assure telework performance is equal to or greater than performance conducted onsite.
3. Departments shall ensure all teleworking employees have completed the Teleworking Agreement required as part of this policy before telework arrangements begin.
4. Departments must ensure teleworking employees have the appropriate training, equipment and supplies to conduct their work in an offsite capacity as approved by City Manager, and IT consultants.
5. If deemed necessary, the employee or City have the option to terminate the Teleworking Agreement at any time. A supervisor or department leader may deny, terminate, or modify a teleworking arrangement for any business reason. A supervisor may also impose a temporary teleworking probation period to ensure the employee is both compliant with the arrangement and successful in performing their duties as assigned.

### D. Procedures

Employees who must engage in a telework arrangement, or request to engage in a telework arrangement, must comply with the following process in order to be considered for a telework arrangement:

1. Discuss teleworking eligibility and requirements with their supervisor;
2. Read and agree to this Teleworking Program Policy; and
3. Complete the Teleworking Agreement

## E. Equipment

1. A teleworking employee must identify all equipment, supplies, software, and other job-related items necessary to successfully complete their duties as assigned. If neither the employee, nor the department can provide this equipment, the teleworking arrangement may be denied.
2. Equipment, software, or supplies provided by the City are subject to the same rules as when in the workplace and should only be used by the employee.
3. Employees who use their personal equipment for teleworking are responsible for the installation, repair, and maintenance of their own equipment. However, the City may require certain software be uploaded, and may require access to any personal equipment used while teleworking and conducting official City business. Employees shall release the City from any and all liability resulting from the use of his/her own equipment.

## G. Time Worked

1. Teleworking employees shall record their time worked in the City's timekeeping system.
2. For FLSA Non-Exempt employees, hours worked in excess of those scheduled per day and per workweek require the advance approval of the teleworker's supervisor. Failure to comply with this requirement may result in the termination of the Teleworking Agreement.
3. If an employee is unable to telework and is needing to use sick or vacation time, then the employee must report those absences to their supervisor for approval as they would in a normal office setting.