

		<b>Flexible Work Arrangements Policy</b>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	7
Issue Date:	04/06/2023	Revision Date:		Review Date:	
Special Instructions:	Policy was reviewed 04/04/2024.				

- I. Policy - The City of Whitewater supports and encourages flexible work arrangements and allows departments to implement these arrangements, where appropriate, for eligible employees. The City recognizes the changes in workforce trends and the need to improve efficiency of its operations, better address work, personal and family demands, and retain valuable employees. This policy outlines the City's commitment to providing flexible work arrangements to enable and enhance employee's work life balance.

Flexible work arrangements offered at the City include:

- A. Remote Work
- B. Flextime
- C. Compressed Workweek

## II. Definitions

- A. Remote work: Employees working at an alternative location (most commonly from home) rather than physically traveling back and forth to a designated site.
- B. Flextime: A standard 40-hour workweek (for full-time employees) is completed but there is flexibility in establishing daily start and end times. Days of the workweek may have varying start and end times, but the pattern should recur predictably over each workweek.
- C. Compressed Workweek: Employees work 40 hours in less than five (5) full workdays. The most common types of compressed workweeks are working four (4) 10-hour days or four (4) 9-hour days and (1) 4-hour day within a week.

## III. Guidelines

### A. Eligibility

- 1. A flexible work arrangement is a department option and certain positions, by their nature, are not suited for flexible work arrangements. Participation is not appropriate for all employees and no employee is entitled to or guaranteed the opportunity to have a flexible work arrangement.

2. An employee's classification, compensation, and benefits will not change if approved for a flexible work arrangement.
3. Generally flexible work arrangements (Remote Work, Flextime, Compressed Workweek) should be considered when:
  - The employee's duties can be fulfilled within the flexible work structure.
  - Flexible work arrangements fit the needs of the department.
  - Flexible work arrangements provide for space savings or increased productivity.
  - The employee has demonstrated high performance, and management believes the employee can maintain the expected quantity and quality of work.
  - The department can maintain quality of service for employees and members of the community.
  - The employees work must be of a nature that face-to-face interaction with internal and external customers is minimal, and the employee's tasks can be performed successfully away from the office.
  - The employee consistently communicates effectively with supervisors, co-workers, support staff and citizens.
  - The employee operates computer or other equipment independently, to the degree that will be required to work from their home.
4. Should a conflict arise between two or more employees concerning a flexible work arrangement, the employee's department director/supervisor shall have the final authority to resolve the matter with input from the City Manager.
5. The Flexible Work Arrangement Policy shall apply to all non-represented employees in the City.

#### B. Review

1. Upon approval of a flexible work arrangement, a six-month trial period will apply to assess the impact and effectiveness of the arrangement.
2. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success.
3. The arrangement may be canceled for any reason by management.
4. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her supervisor.

#### C. Remote Work Guidelines - Expectations and Responsibilities of Employees

1. The employee is responsible for maintaining a safe and ergonomic environment during the remote work arrangement.
2. Employees may be called to work at their regular workplace on their regular remote day to meet workload requirements. The supervisor should provide as much advanced notice as possible.
3. Time spent in normal commuting or ordinary travel from the employee's home to the workplace when no work has been performed at multiple locations shall not be considered

as hours worked.

4. The duties, obligations and responsibilities of an employee who works remotely are the same as employees at the centrally located workplace. Employees who work remotely are expected to be working at their home, or other designated location, during their flexible work arrangement.
5. Employees are responsible for maintaining availability, responsiveness and levels of productivity and quality of work at the expected standard while remotely working. Inadequate availability, reduced work production and/or poor or reduced work quality may be cause for modifications or end to remote arrangement.
6. Remote workers who are hourly employees (non-exempt under the Fair Labor Standards Act) are expected to record all hours worked in the City's timekeeping system-miPay. Hourly employees who are approved for an alternate work arrangement must discuss and be approved for any alterations to their schedule or hours with their supervisor in advance. Hourly employees who begin their day working remotely and then commute to the office to continue working (or vice versa) without relieving themselves of their duties for a significant rest period must be paid for travel time. For example, if an hourly employee traveling from a remote site to work stops for fuel on the way, that travel time is compensable. However, if the employee began work at a remote location and travels to work but stopped for fuel and for a doctor's appointment that time may not be compensable. For these reasons hourly employees must have these situations approved by their supervisor in advance.
7. Employees are responsible to provide a stable and sufficient internet connection to be able to complete their work efficiently. Employees are expected to perform due diligence to protect the security of City's data and information and confidentiality while working from home or at an off-site location. Employees should continue to abide to the *City's Information Technology Policies and Standards*.
8. Personal leave such as sick, personal holiday, and vacation that falls on a remote workday should be arranged in the same manner with their manager/supervisor as employees at the centrally located worksite. Flextime shall not be used to extend vacation or holidays.
9. Remote work is not designed to be a replacement for appropriate child/elder care. Although an individual's schedule may be modified on an occasional basis with management approval to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Employees are expected to make dependent and childcare arrangements during the time they will be working from home.
10. Employees working remotely must comply with all City of Whitewater policies and procedures concerning the handling of Protected Health Information, as well as computers, internet, and email. It is expected employees fully review and are familiar with City policies to include City of Whitewater Employee Policies, Confidentiality and Ethics Agreement, IT and Social Media Policies and any other applicable computer, network and telecommunication laws, rules and permissions remain in full effect while working remotely.

#### D. Equipment and Supplies

1. Computer and telephone equipment may be provided on a case-by-case basis to employees, by the City, based on availability. Remote access to the City's network may be provided to the employee at the discretion of the IT staff based on the recommendation of the employee's supervisor and Department Head. If the City's remote access system includes Internet access or other services, the employee may only use this access or service in a manner consistent with City policies (see the *City's Information Technology Policies and Standards* for more information).
2. The City will provide routine maintenance and repairs for City equipment only. The City will not provide maintenance or repairs for employee-owned equipment.
3. The City will not pay for or reimburse the employee for any communications charges, including internet access or service, cell phone charges, etc. aside from what is outlined in the cell phone reimbursement policy.
4. Necessary office supplies should be obtained through the normal procurement process. Office furniture will not be provided to employees who telework.
5. Employees who telework are subject to the same city policies regarding the use of City provided equipment, supplies and services as that of employees at the centrally located workplace.

#### E. Liability

1. Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety protocols they would use in the worksite and to maintain safe conditions in their alternate work locations. In the event of a job-related incident, accident, or injury during telework hours, the employee shall report the incident to their supervisor as soon as possible and follow normal procedures for reporting.
2. Worker's compensation will not apply to non-job-related injuries that occur while teleworking. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises.

#### F. Common Council Review

The Common Council will review this Policy one (1) year after adoption to ensure that it remains a positive arrangement for the City of Whitewater and its employees.

### IV. Procedure

#### A. Request for Consideration

1. All non-represented employees of the City shall submit via email a request to their department supervisor/director to work remotely to include:
  - Date range remote work would be effective.
  - Days/times remotely work is requested which shall be during normal business hours.
  - Remote work location (full address)
  - Phone number

## B. Approval

1. All flexible work arrangements must be approved by the employee's supervisor and Department Head prior to implementation. Department Heads are responsible for ensuring flexible work arrangements do not disrupt City operations and level of service(s) provided and that employees are productive and responsive while working. Prior to approval of a flexible work arrangement, supervisors and Department Heads will take into consideration several factors, including but limited to, customer service requirements, equipment availability, employee performance, level of supervision needed, safety and liability concerns, etc.
2. To be approved for a Remote Work arrangement, employees and director/manager must read the outlined Section III Guidelines. All desired Flexible Work Arrangements must be presented to and approved by the employee's immediate manager in advance.
3. Management shall respond to all email request for Remote Work Arrangements via email and carbon copy Human Resources for proper retention.

## V. Job Aids – Application on Next Page



## Flexible Work Arrangement Application

Instructions: Please complete the form and submit to Human Resources	
Name:	Date:
Department:	Position:
Supervisor:	
Telephone Number - Work:	Telephone Number - Cell:
I. Current Work Schedule:	
II. The requested flexible work arrangements are described as follows (Be specific regarding dates, hours & date range):	
<p>This agreement is subject to the terms and conditions stated in the City of Whitewater Flexible Work Arrangements Policy a copy of which is attached. I have read and understand both the Flexible Work Arrangements Policy and this agreement. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the sole purpose of this agreement is to regulate a flexible work arrangement and it does not constitute an employment contract. I understand that this agreement may be terminated at any time. In the event of a workplace emergency, this agreement may be suspended immediately and indefinitely.</p> <p>This agreement is subject to the employee satisfying the following conditions on a continuing basis:</p> <ul style="list-style-type: none"> <li>• The employee shall perform all job duties at a satisfactory performance level.</li> <li>• The employee's work schedule does not interfere with normal interactions with his/her supervisor, co-workers or customers.</li> <li>• The employee's work schedule does not adversely affect the ability of other City employees to perform their jobs.</li> <li>• The employee will remain accessible to co-workers scheduled to work during the City's traditional business hours.</li> <li>• The employee's paid leave will be earned and used in the same manner as prior to this flexible work arrangement agreement and be subject to all other applicable company leave policies.</li> </ul> <p>If the reason for the remote request is due to a medical condition, documentation must be attached to this form supporting this request. Furthermore, the employee agrees to operate within any work restrictions they might have as a result of their own medical condition.</p> <p>Any software, products, documents, reports or data created as a result of employee's work related activities are owned by the city.</p>	
If applicable, remote work location address:	
Employee Signature:	Date:
Supervisor Signature:	Date:
Department Head Signature (if not supervisor):	Date:



## Flexible Work Arrangement Application

The City Manager has reviewed the flexible work arrangement request and it meets the following criteria and conditions:

- ☐ The request fits the needs of the department/division.
- ☐ The request fits the needs of the employee.
- ☐ Employee has agreed to perform job duties at a satisfactory level.
- ☐ The request will not unduly reduce or limit services to the public.

City Manager Approval:

The above-named employee has met all of the terms and conditions of the City of Whitewater Flexible Work Arrangements Policy and approval is granted.

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date