

The City of Beaverton



Remote Work Policy

Effective April 10, 2022

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SECTION I: INTRODUCTION

1. Definitions and Purpose

Definition of Remote Work

For purposes of this policy, “remote work” is defined as an alternative work arrangement between the city and an employee wherein the employee works in or out of a location other than a city facility on a regular basis for some portion of every pay period.

For purposes of this policy, “remote work” does not include occasional/temporary remote work on an infrequent, limited duration basis, dependent on work and personal needs, if this is approved by the employee’s supervisor. Examples of occasional/temporary remote work include working from home to complete a special project, while providing short-term dependent care (e.g., inclement weather-related school closures or caring for an ill family member), or while recovering from the employee’s own illness or injury. Such situations may be arranged between the employee and their supervisor, at the supervisor’s discretion.

Purpose

This policy is intended to enable the city to provide valuable and needed services for our community and businesses while offering remote work where it is consistent with the city’s operational needs.

The city considers remote work to be a viable and flexible work option when both the employee and the job are suited to such an arrangement and the organization’s services are provided effectively. The city appreciates that making the option of remote work available on an ongoing basis will permit the city to recruit from a broader geographic area within the Portland Metro vicinity, will help the city retain its talented workforce, and it will help ease the traffic congestion in and around the Portland Metro area (which encompasses parts of Multnomah, Clackamas, Washington, and Clark (WA) counties). Additionally, the city anticipates long-term operating cost savings due to shared workspaces, need for fewer conference rooms, and travel-time savings during the day.

The city also recognizes the value of employees performing their work onsite at a city facility to some regular degree. The benefits of regular onsite work include connection between employees and between employees and the organization, helping to onboard new employees, allowing for ease of scheduling cross-department meetings, and more. This policy contains terms and conditions which are aimed at maximizing the efficacy of offering hybrid remote work to employees who meet the eligibility requirements.

The policy remains in effect for as long as is permitted by the City Manager consistent with the city's right to exercise the regular and customary functions of management. Notwithstanding the City Manager's authority to cancel the policy, the parties acknowledge that any impacts of cancellation and/or changes to this policy that are mandatory subjects of bargaining may not be implemented without proper notice to the Union, consistent with ORS 243.698.

2. Scope and Applicability

This policy supersedes all remote work policies and agreements previously in effect. Remote work is neither a short-term nor a long-term entitlement. A remote work agreement does not change the terms and conditions of employment with the city.

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement unless otherwise agreed to by the city and union. Represented employees should consult the terms of their collective bargaining agreement. Where this policy and applicable collective bargaining agreements conflict, the collective bargaining agreement will control.

3. Administration of this Policy

The Human Resources Department is responsible for the administration of this policy. Any questions regarding this policy should be directed to Human Resources.

SECTION II: ELIGIBILITY REQUIREMENTS

The city considers remote work to be a viable and flexible work option when both the employee and their position is suited to such an arrangement. The criteria to be considered are stated in this policy.

1. Positions Suited to Remote Work

In general, jobs appropriate for remote work are those which have many, if not all, of the following characteristics:

- The position normally functions in an office setting that can be replicated at the remote workspace;
- The position doesn't require regular face-to-face interactions with the public, other city staff, or for performing functions within the department;
- Office coverage can be rotated among staff of similar positions through shift scheduling to meet the city's operational needs;
- Work tasks, duties, and responsibilities of the employee are not shifted to others due to a remote work schedule;

- Work meetings can be conducted effectively using remote video conferencing; and
- The employee has access to sufficient equipment to be able to perform the primary tasks of the position from a remote location.

An employee who works with confidential, secure, and/or sensitive information will be assessed on a case-by-case basis for their suitability for remote work.

Not all positions at the City of Beaverton are appropriate for remote work.

An employee's approval to work remotely is solely at the city's discretion. The city may terminate an employee's remote work privileges at any time (as discussed in Section V).

2. Employee Eligibility

An employee seeking a formal remote work arrangement must meet, at a minimum, the following requirements:

- Is not currently on probation (this requirement may be waived—at the discretion of the supervisor and with permission of the department head—for an employee who is on probation or in the event of an emergency or natural disaster or other circumstances which support a waiver);
- Does not have a current sustained disciplinary action and is not on a performance improvement plan;
- Demonstrates acceptable conduct and excellent working habits as identified in the Employee Handbook;
- Can productively perform the primary essential functions of the position remotely (without a degradation in quality or timeliness, shifting tasks to others or burdening co-workers) as if the work was being performed onsite at a city facility;
- Is employed in a position that is suitable for remote work (as determined by the employee's supervisor using the above criteria in Section II.1.);
- Has a suitable and secure work location which meets the criteria set forth in Section III; and
- Can effectively supervise work and manage direct reports, if relevant.

The city will make an exception to these eligibility requirements when an employee with a disability under federal or Oregon law requests remote work as a reasonable accommodation and provides verification from a qualified health care provider of the employee's need for remote work. The approval is subject to the city's determination of whether there are alternative accommodations that are equally effective or whether providing remote work as an accommodation would create an undue hardship on the city's operations.

The city reserves the right to add, remove or change any of the eligibility requirements described in this policy.

An employee requesting formal remote work arrangements must enter into a Remote Work Agreement with the city. See “Requesting a Remote Work Arrangement,” as discussed in Section V.

SECTION III: TERMS AND CONDITIONS OF REMOTE WORK

The following terms shall apply to all remote work arrangements, except where a collective bargaining agreement applies, in which instance the collective bargaining agreement prevails.

1. General Terms

Hybrid Remote Work Defined

An employee’s work schedule may include remote work on a hybrid basis. Hybrid remote work refers to an arrangement where the employee works on a regular, alternate or a variable schedule that involves both onsite work at a city work location and remote work at an approved remote work location during a pay period. Whether the hybrid work schedule is fixed or variable will be in the city’s discretion according to business and operational needs, while considering the employee’s wishes.

An employee’s remote work location should be within a reasonable commuting distance to the workplace, and the employee must be able to return to the workplace upon reasonable advance notice (which is notice by the end of the business day before the employee is to report to the workplace). Any employee seeking to live outside the state of Oregon other than in southwest Washington must seek an exception and have it approved by their department head, Human Resources, Finance (Payroll), and the City Manager.

Three Month Trial Period

Any remote work arrangement made will be on a trial basis for the first three months, and may be discontinued, at any time, at the request of either the employee or the supervisor. At the conclusion of the trial period, the employee and their supervisor will each complete a written evaluation of the arrangement and make recommendations for continuance or modifications. (At the discretion of the supervisor, the trial period may be waived for an employee who previously performed remote work during the COVID-19 pandemic.)

Remote Work Schedules

- **Core Work Hours**

Core work hours are the designated period of the workday when an employee must be at work, whether working remotely or on-site. Core work hours are intended to enable team participation and cross-organization collaboration; to maintain strong communication among city staff; and to facilitate planning of trainings and meetings. It is understood that employee breaks and lunch periods may occur within core work hours.

For employees who work in a department that is typically open to the public weekdays from 8:00 a.m. to 5:00 p.m., city-wide core work hours are from 10:00 a.m. to 2:00 p.m., Tuesday through Thursday. Departments or work groups within a department may have core work hours in addition to the city-wide core work hours due to the operational needs of the department or as determined by the appropriate supervisor.

All remote work schedules should include the city-wide core work hours (and/or other core work hours as established by the employee's respective department) for the days in which the employee is regularly scheduled to work. It is understood that adjustments to an employee's schedule will need to be made from time to time due to operational needs or personal commitments.

A supervisor may also require that an employee's remote work schedule include onsite work at a city facility during some or all of the designated core work hours. A supervisor may require an employee to be scheduled to work onsite at a city facility in addition to the core work hours due to operational needs.

- **Remote Work Schedule Changes**

Once arranged, any changes to a hybrid remote schedule must be pre-approved by the employee's supervisor 30 days in advance unless the employee's collective bargaining agreement provides otherwise. Such advance notice enables the consideration and possible modification of workflows, technological tools and/or workstation set up.

- **Use of Outlook Calendars and Email Signature to Communicate Schedule**

An employee approved for remote work is expected to communicate their remote work schedule to others. Specifically, any employee with a remote work agreement is expected to specify on their Outlook calendar which days they are working remotely. The employee is also expected to include in their email signature the best medium of communication when they are working remotely and specify the dates and times that they will be working onsite.

Example:

“Office: 503-222-2222; Cell: 503-111-1111; Email:

employee@beavertonoregon.gov

My office days are Mondays, Tuesdays and Thursdays from 8:30AM-5:30PM and my remote workdays are Wednesdays and Fridays from 8:30AM-5:30PM. When I am not in the office, texting to the cell phone number works well.”

Professionalism

Professionalism in terms of appropriate work dress, job responsibilities, work products, and customer or public contact will conform to pre-pandemic standards, or other standards as determined by the employee’s supervisor, in terms of responsiveness and quality, and may be measured against employees of similar classifications that perform similar work at onsite locations.

Communication Expectations

- **Availability Expectations**

While working remotely, the employee must be reachable via phone, text messages, internet communication (such as MS Teams or e-mail), or other mutually agreeable technology during the employee’s regular work schedule, as if the employee were in the city’s work location. The employee’s duties, obligations, and responsibilities will not change solely because of remote work. The employee will meet or communicate with their supervisor as often as the supervisor believes is necessary to receive assignments, review work progress, and complete work.

- **Attendance at Onsite Meetings; Reporting Onsite on Remote Work Days**

The parties acknowledge that the primary work location for an employee who works remotely is onsite at the city; the remote work location shall serve as an alternative work location. As such, an employee who works remotely may be required to report onsite or attend meetings at an assigned work location as determined by the supervisor, even on a day the employee is usually scheduled to work remotely.

For non-exempt staff, whether travel time due to a change in work location is compensable will be made on a case-by-case basis consistent with wage and hour laws. Generally, if an employee is required to travel to an onsite location during their remote working hours, it is considered “regular” paid time. Commuting to or from an onsite location outside of scheduled remote hours will be considered commute time and not part of the regular working day. Example: during an employee’s remote workday, their schedule is 8:00 to 5:00, and they are required to be onsite for an hour-long 4:00 pm meeting. The travel time to the meeting is considered normal

working time and would be compensable. When the meeting adjourns at 5:00 pm, the commute home is after the scheduled workday and therefore not compensable as part of the employee's working time.

Should a supervisor need to require an employee who is working remotely to be onsite on the employee's remote workday(s) due to operational needs (such as needing to backfill for an employee unexpectedly out of the office), it is expected that the supervisor and employee work together to adapt the employee's remote work schedule in a way that is least burdensome to the employee, meets the city's operational needs, and does not shift the employee's tasks to other staff.

No Change to Salary & Benefits

Employee's salary, benefits, workers' compensation, and other insurance coverage will not change due to remote work if the employee's working hours and full-time equivalency remain the same.

Timekeeping and Breaks

An employee who works remotely and who is not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to comply with the following, as a requirement for the continuation of remote work:

- Accurately record all hours worked using the city's time-keeping system, including classifying such hours as remote work.
- Obtain supervisory advance approval in writing (except in case of emergency) to work hours in excess of those scheduled per day and per work week.
- Take an unpaid lunch break of a minimum of thirty (30) minutes, or as required by law, in the middle of the work shift and two fifteen-minute breaks in each half of an eight-hour workday.

Failure to comply with these requirements will result in the immediate termination of the remote work agreement and may result in disciplinary action.

Mileage Reimbursement

Travel from an employee's home to the employee's assigned city work location will be considered commuting mileage and will not be reimbursed. Similarly, except as otherwise allowed, other employee expenses related to commuting to the employee's city work location will not be reimbursed.

Application of City Policies

An employee who works remotely will be expected to adhere to all city policies. Employee use of city equipment, communications and software systems while working remotely is subject to the city's policies on cybersecurity, and electronic equipment, including sections 10.7 and 10.8 in the employee handbook.

Employee Illness and Dependent Care

A remote work arrangement is not a substitute for dependent care or care for others. An employee who is working remotely is expected to make the arrangements necessary to ensure the employee can apply full attention to their duties and assignments during their regularly scheduled work hours. Further, a sick or injured employee who is not authorized to work by their health care provider will not be allowed to work remotely.

Refrain from Conducting Personal Business During Work Hours

A remote work employee shall not perform personal business or activities during agreed-upon work hours, except during authorized rest and meal breaks. This includes, but is not limited to use of personal devices, access to social media, and non-city work.

2. Remote Work Setup

Workspace Requirements

A designated remote workspace shall be maintained by the employee that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation. Ideally, the remote workspace should be in the employee's home or another approved remote work location. An employee may not work remotely from a public location, such as a coffee shop, and the employee shall not access the city's VPN via a public Wi-Fi network connection.

To ensure that safe working conditions exist, or to ensure that the employee's designated workspace is suitable for remote work, the city retains the right to make onsite inspections of the remote workspace, including a home workspace when it is necessary to do so. Absent an emergency, any onsite inspection of a remote workspace will be planned for a time of mutual convenience for the employee and inspector. An inspection will be done by the Risk & Safety Officer or their designee.

Workspace Setup Costs

Except in the case of workplace accommodations, the city is not responsible for office set-up costs (desks, chairs, tables, desktop computers, computer accessory

items, printers), operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, internet, cleaning services, etc.) associated with the use of employee's residence or other location as a remote workspace. The city will not exclude any employee who is eligible and able to perform work in a remote work environment so long as remote work is consistent with this policy.

Employee accommodation requests will be addressed on a case-by-case basis, consistent with current risk management practices. An employee should contact Human Resources if accommodation is needed for office equipment when the remote work is approved to be performed on a regular basis.

Damage to Employee Property

Except as otherwise provided by city policy, the city is not liable for damages to the employee's personal property that may result from working remotely. Example: The city is not responsible for a laptop damaging the surface of a dining room table.

3. Supplies, Equipment, and Software Usage

City-Issued Equipment

Equipment provided or purchased by the city (i.e., laptops, cell phones, headsets, cameras) for an employee to assist with remote work will be maintained by the city. It remains the property of the city. Such equipment will not be used for personal reasons or by other persons not employed by the city. Unauthorized personal use of city-issued equipment or software may result in termination of the remote work agreement, may violate Oregon Government Ethics Law, and may result in disciplinary action.

All provided and purchased equipment must be returned to the city when the employee is no longer performing remote work, or when employment has been terminated. The city does not guarantee the purchase of equipment for a remote working employee.

An employee who works remotely is expected to take the same care of city property to protect it from damage or theft while working remotely as if they were onsite at a city facility. Failure to do so may result in termination of a remote work agreement.

The city reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Employee-Owned Equipment

Equipment supplied by the employee remains the property of the employee and will be maintained by the employee. The city accepts no responsibility for damage or repairs to employee-owned equipment, except as provided in the employee handbook.

Reimbursement for Supplies

Employee's out-of-pocket expenses for supplies, which are normally available in the employee's onsite work location, will not be reimbursed. Employees who work remotely are encouraged to collect office stationery and other relevant desk supplies while working onsite at a city facility. An employee who seeks reimbursement of a claimed city-business expense that is not pre-approved bears the financial risk of the request being denied.

Effect of Unforeseen Circumstances

Employee shall promptly notify their supervisor when unable to perform work assignments due to equipment failure, power outage or other unforeseen circumstances. The employee may be assigned to another project and/or a work location that may necessitate suspension of the remote work agreement, or the employee may be required to use PTO or vacation time to cover the hours the employee is unable to perform remote work.

4. Employee Safety; Security of Equipment and Records

Accidents and Injuries

The city generally has a legal responsibility to provide liability and workers' compensation coverage to its employees. Such legal responsibilities extend only to authorized remote work locations during scheduled work time. The city is responsible only for those injuries, illnesses, exposures, and damages that result directly from official job duties while officially engaged in performing those duties on behalf of the city. In the event of a job-related accident, injury or exposure to disease, the employee must immediately report the incident to the city's Risk and Safety Officer and follow protocols outlined in the Workers' Compensation (WC) packet of information on the city's [IntraWeb](#).

If the employee is injured or exposed to illness while working remotely, the city reserves the right to inspect the remote workspace for safety concerns. Such an inspection will be planned for a time of reasonable convenience for both the inspector and the employee and will be conducted by the Risk and Safety Officer or their designee.

Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises.

Records Security and Maintenance

An employee who works remotely must protect the city's information from unauthorized disclosure or damage in compliance with federal and Oregon law, and the city's rules and policies.

Work done at an employee's remote workspace is regarded as official city business. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to the city. Destruction of records should be done only in accordance with Oregon or federal law and city policy, and with the knowledge of the employee's supervisor.

Maintenance of Privileged & Confidential Materials

An employee who regularly deals with sensitive, privileged, or confidential information is expected to adhere to the city's policies to ensure the security of all such information entrusted to them, including the assurance that they will not download sensitive city files and information to personal devices, they will not share passwords, and will take all reasonable measures to protect this information. Failure to apply the city's security rules and violation of the acceptable terms of use for devices and equipment will result in termination of the remote work agreement and may result in disciplinary action. This shall include but is not limited to employee handbook sections 10.7-10.8, the city's policies on cybersecurity and any policies or guidelines put forth by ISD.

Physical file materials designated by the city as "Privileged" or "Confidential" shall not be removed from the City's onsite work location unless approved in advance by the employee's supervisor.

Use of Surge Protector & Virus Protection

Any computer used for city business (whether employee or city-owned) must be plugged into a surge protector and have current virus protection maintained. A city-issued computer will have virus protection. Other personal devices, such as a computer keyboard, mouse, or extra monitor, may not be plugged into a city-issued computer.

Ownership of Data

The city owns all the data generated by an employee in the course of their work, whether the data is stored on a city-owned or employee-owned device.

Electronic/computer files are considered city records and shall be protected as such. An employee working remotely must surrender all city-owned equipment and/or data and documents immediately upon request.

Protection from Security Breaches

All city-issued equipment and software, including VPN access, must be reasonably secured by the employee against unauthorized access or security breaches. Examples: An employee should not be working remotely from a public location, such as a coffee shop; an employee should also not access the city's VPN via a public Wi-Fi network connection.

Performance of Work Outside the United States

Employees are not permitted to use any city-owned devices or access city systems outside of the United States, unless expressly permitted with permission given in writing by ISD and the City Manager. When city devices are in use outside of the United States with the written permission of ISD and the City Manager, the employee is not to incur extra charges to the city. The City Manager may approve exceptions, but only when documented and approved in writing prior to taking or using any city-owned device outside of the USA. These conditions may be reviewed and updated to comply with applicable law and as authorized by the City Manager.

SECTION IV: OTHER CONDITIONS AND CONSIDERATIONS

1. Personal Advisors

An employee who works remotely is advised to contact their insurance agent and tax consultant for information regarding taxes/deductions associated with remote workspaces and coverage for equipment that is damaged, destroyed, or stolen. The city will not provide tax or insurance advice.

2. Performance of Work Out-of-State

In limited circumstances, the city permits on-going remote work from southwest Washington subject to the conditions below. Remote work from other states will be temporary, approved on a case-by-case basis, and likewise subject to the conditions below. Employees are not authorized to extend a job offer to a candidate who intends to reside in a state other than Oregon or southwest Washington without prior written approval of the HR Director, Finance (Payroll), City Manager, and the department head seeking to hire the candidate.

- **Primary Work Location**

Employee's primary work location will be onsite at the city-owned facility designated in the remote work agreement.

- **Application of Oregon Law**

Employee is supervised from, receives work assignments from and is employed in the state of Oregon. As a result, an employee who works remotely from another state is subject to the unemployment insurance laws, workers' compensation laws, the Oregon Tort Claims Act, and other employment laws of the state of Oregon, including for any injuries sustained while working remotely outside of the state of Oregon.

Any dispute arising from this Agreement shall be governed by the laws of the State of Oregon and shall be decided solely and exclusively by the Washington County Circuit Court or the United States District Court for the District of Oregon (Portland Division).

- **Application of Other States' Laws**

Should an employee who is working remotely become covered by another state's employment or workplace laws, the employee will be required, as a condition of continued remote work, to agree to an addendum to the city's personnel policies which incorporates application of out-of-state laws.

- **Withholdings in Other States**

It is the employee's responsibility to advise the city of any additional income tax withholdings (or other payroll deductions) for states other than Oregon. The employee bears the cost of any additional deductions or withholdings.

The city does not provide tax advice regarding out-of-state remote work. An employee who resides out-of-state should consult with their tax advisor regarding any potential tax implications relating to performance of remote work from a location outside the state of Oregon.

SECTION V: REQUESTING A REMOTE WORK ARRANGEMENT; TERMINATION OF ARRANGEMENT

1. Requesting a Remote Work Arrangement

An employee who meets the eligibility criteria and is interested in a remote work arrangement should speak with their supervisor. Employee and their supervisor must discuss the suitability of a remote work arrangement and consider: (1) whether the job performed by the employee is appropriate for remote work (per the criteria identified in Section II.1); (2) equipment needs; (3) workspace considerations; and (4) proposed remote work schedule.

If the employee and their supervisor agree on these issues, a remote work agreement will be prepared, and it must be signed by all parties, including the employee's department head.

The remote work agreement, once approved by the employee and department, is subject to final approval by Human Resources and will be placed in the employee's personnel file.

2. Denial of a Remote Work Request

Any supervisor's denial of an employee's request to work remotely should be in writing, including justifications for denial.

Should an employee's request to work remotely be denied, the employee may seek review of that determination by the employee's supervisor and if the supervisor sustains the denial, then the employee may seek further review by Human Resources and the employee's department head. A represented employee may involve their union representative in their review of a denial of remote work.

The denial of a request to work remote is not subject to grievance.

3. Violation of Remote Work Agreement

If an employee violates any term of this policy, or the remote work agreement, the employee's remote work agreement may be immediately terminated and the employee may be subject to discipline, up to and including termination.

4. Termination of Remote Work Agreement

Either party may terminate a remote work agreement at any time. Human Resources shall also be notified of the termination and the reason.

Should the city terminate a remote work agreement for reasons other than an employee's violation of the agreement, every reasonable effort will be made to provide two weeks' advance written notice unless the termination is due to disciplinary action or emergency operational needs. The city will do its best to

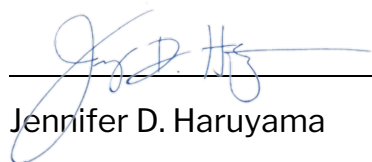
accommodate commuting, childcare, workstation availability and set-up, and other problems that may arise from such a change. There may be instances, however, when no advance notice is possible, or when more than two weeks is necessary to ensure adequate on-site resources.

Should the city terminate a remote work agreement for reasons other than an employee's violation of the agreement, the employee may seek review of that determination by the employee's supervisor and if the supervisor sustains the termination, then the employee may seek further review by Human Resources and the employee's department head. A represented employee may involve their union representative in their review of the termination of remote work. (The review process will not suspend the termination of the agreement.)

The termination of a remote work agreement is not subject to grievance or subject to further review.

Effective Date: April 10, 2022

Approved:



Jennifer D. Haruyama

03-10-2022

Date

Appendix A: Roles & Responsibilities

Employees:

- If approved for remote work, follow the procedures outlined in this policy and any department work rules and directives and the remote work agreement.

Supervisors:

- For each employee who requests to work remotely, evaluate the employee's eligibility and suitability for remote work.
- Work with the requesting employee, department head, and Human Resources to develop and execute a remote work agreement.
- In coordination with ISD, review and approve employee requests for city-issued equipment to support remote work.
- Ensure an employee approved for remote work has the proper resources to be successful.
- Set and follow clear communication expectations with an employee approved for remote work.
- Regularly check in with any employee approved for remote work to ensure that they understand and address any issues that may arise regarding their remote work agreement.
- Inform department head or their designee if any issues arise regarding an employee's remote work agreement.
- Confer with Human Resources and department head regarding whether a remote work agreement should be terminated.

Department Heads:

- Ensure implementation, communication of and adherence of policy with all direct reports.
- Review and approve remote work agreements according to the criteria and guidelines set forth in this policy.
- Confer with Human Resources and responsible supervisor regarding whether a remote work agreement should be terminated or a request for remote work should be denied.

- Set consistent expectations around onsite work for employees who work remotely; for example, require all departmental employees be onsite during designated core hours.

ISD:

- In coordination with the supervisor, review and approve employee requests for city-issued equipment to support remote work.
- Track the assignment of city-issued equipment to employees who work remotely.

Human Resources:

- Develop resources, training, and communication materials as required to support implementation and compliance of this policy.
- For each employee who requests to work remotely, assist a supervisor, as requested, with evaluating the employee's eligibility and suitability for remote work.
- Work with the requesting employee, department head, and supervisor to develop and execute a remote work agreement in compliance with the policy.
- Retain a copy of the remote work agreement in the employee's personnel file.
- Confer with the responsible department head and supervisor regarding whether a remote work agreement should be terminated.
- Maintain this policy and periodically update as needed.
- Advise the City Attorney's Office, Payroll, and Risk Management of any approved out-of-state remote work assignments so that they can be evaluated for further obligations by city.
- Confer with department head and responsible supervisor regarding whether a remote work agreement should be terminated or a request for remote work should be denied.

References:

Employee Handbook

Collective Bargaining Agreements

Risk Management