

## **Telecommuting Policy**

### **1.0 Purpose:**

Telecommuting allows employees to work at home, on the road or in a satellite location for part of their regular workweek. The City of Lake Forest considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a City-wide benefit, and it in no way changes the terms and conditions of employment with The City of Lake Forest.

### **2.0 Scope:**

2.1 Employees whose job responsibilities are appropriate for telecommuting arrangements.

### **3.0 Eligibility Requirements:**

#### **3.1 Job responsibilities.**

The employee and Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

- The position must have minimal face-to-face contact with residents or customers.
- 50% of all job functions must be able to be completed while telecommuting. This requirement may increase based on the requested telecommuting schedule.
- Productivity can be measured easily (projects completed, output of work).
- Absence of the employee's physical presence will not hinder productivity of the Department or other City employees.

#### **3.2 Successful Telecommuter Traits.**

The employee and Department Head will assess the needs and work habits of the employee compared to traits customarily recognized as appropriate for successful telecommuters.

- Individuals requesting formal telecommuting arrangements must have been employed with the City for a minimum of 12 months of continuous, regular employment.
- The employee must receive an overall rating of "Meets Expectations" on their most recent Performance Review. The employee must maintain this rating throughout the telecommuting period.
- The employee cannot have any disciplinary action in the 12 months prior to their request to telecommute.
- The employee must regularly demonstrate their ability to work independently and without regular supervision, must be conscientious about work time and productivity, and must be self-motivated.

### 3.3 **Expectations:**

- An employee telecommuting will work their standard number of weekly hours.
- The employee and Department Head will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication.
- Work hours may be flexed, but the employee agrees to be accessible by phone, email or for video meetings during the agreed-on work schedule.
- The employee must be able to report to the office on a normally scheduled “telecommute” day if the Department Head deems it necessary.
- Hours worked should be tracked with the times worked and submitted to the supervisor each pay period. (See Section 4.4)
- All employees are expected to be onsite at least three days per week.

### 3.4 **Equipment Needs and Workspace Considerations**

The need for specialized material or equipment in order to telecommute should be minimal. Employees interested in telecommuting must already have a safe and ergonomic home office environment and the primary materials and equipment needed at their home in order to telecommute. The City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### 3.5 **Information Security and Record Retention:**

Consistent with the City's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary City and customer information accessible from their home office. Questions about this security should be directed to the IT Department.

Records retention and management responsibilities apply while working remotely. Sensitive or confidential documents or files should only be removed from buildings or printed remotely with explicit Department Head approval. All records created at home should be saved to the normal file destination on the City's SharePoint site and not to the desktop. City documents should not be save to personal devices.

### 3.6 **Duration:**

Any telecommuting arrangement made will be on a trial basis for the first three months and, if deemed successful by the Department Head, will be revisited annually. The arrangement may be discontinued at any time at the request of either the telecommuter or the Department Head.

## 4.0 **Telecommuting Guidelines:**

- 4.1 Telecommuting shall not be used as a substitute for ongoing or extended dependent or child care. Employees who telecommute are expected to make dependent and child care arrangements during the scheduled hours they will be working at home except in emergency situations.

- 4.2 The City will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware and software) for each telecommuting arrangement on a case-by-case basis. The IT Department will serve as a resource in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for business purposes only. The telecommuter will be required to sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.
- 4.3 Worker's Compensation will not apply to non-job-related injuries that occur in the home. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. The City will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises. In the event of a job-related incident, accident or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents or injuries. The employee must allow home office inspections conducted by the City if a job-related incident, accident or injury has occurred.
- 4.4 Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the City. A Department Head may also require this recording of hours by exempt employees.
- 4.5 Other informal, short-term arrangements may be made for employees on family or medical leave, under Administrative Directive 2-25, Temporary Telecommuting Policy.

## 5.0 Request Procedures:

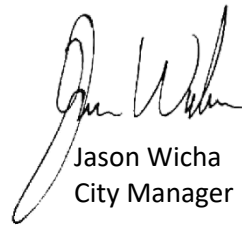
- 5.1 **Employee:** Submits a Telecommute Request Form to their Department Head.
- 5.2 **Department Head:**
- Meets with employee to review request in detail.
  - If any equipment beyond the employee's own personal computer is needed, consult with Director of IT.
  - The Department Head either approves or denies the Telecommute Request Form and transmits it to the Director of Human Resources. The form must include details of the agreement, employee suitability and appropriateness of telecommuting for the specific job, and equipment needs, which may be attached as a separate document.

**5.3 Director of Human Resources:**

- Investigates employee suitability, appropriateness of job for telecommuting and equipment needs in conjunction with Department Head.
- Grants or denies request to telecommute.

**6.0 Distribution:**

6.1 Human Resources website, [www.citylf.org](http://www.citylf.org)



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