

Temporary Telecommuting Policy

1.0 Purpose:

In the event of an emergency such as a weather disaster or pandemic, The City of Lake Forest (City) may allow or require employees to temporarily work from home to ensure business continuity. This policy may also apply to employees with a short-term personal emergency where a telecommuting arrangement may be mutually beneficial.

2.0 Scope:

2.1 Employees whose jobs are appropriate for telecommuting arrangements. It is the City's intent that employees and their Department Head will work creatively and cooperatively to find mutually beneficial solutions during these emergency situations.

3.0 Procedures:

3.1 Emergencies:

In the event of an emergency, the City may require certain employees to work remotely. These employees will be advised of such requirements by the Department Head. Preparations should be made by employees and Department Heads well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT Department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

3.2 Voluntary During Emergencies:

For voluntary telework arrangements, either the employee or department head can initiate a temporary telecommuting agreement during emergency circumstances. The employee and Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

In the case of a disagreement, the Director of Human Resources, following review of all of the pertinent information, will make the final determination on whether a position is qualified for telecommuting. If telecommuting is denied, the employee may request time off through the use of vacation, compensatory or personal leave. This request should be discussed with the Department Head and the Director of Human Resources as other Federal coverage may apply.

Requests for voluntary telework will be considered in instances where an employee must quarantine or deal with childcare and/or school issues due to school closures. Employees needing such an arrangement should complete a **Telecommuting Request Form**. This form should be returned to Human Resources after being accepted by the Department Head.

The employee will establish an appropriate work environment within his or her home for work purposes. 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.

The City will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

3.3 Expectations:

- An employee working from home will work their standard number of weekly hours, i.e., 25, 30, 40, etc.
- Work hours may be flexed, but the employee must be available for required phone or video meetings as needed.
- Hours worked should be tracked with the times worked and submitted to the supervisor each pay period. This is particularly important for employees who are not exempt from the overtime requirements of the Fair Labor Standards Act.
- Except in the event of a quarantine situation, all employees are expected to be onsite at least one day per week.

3.4 Information Security and Record Retention:

Consistent with the organization'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.

3.5 Worker's Compensation:

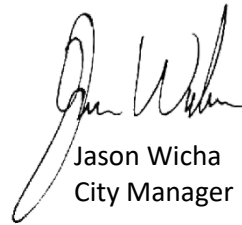
Workers compensation will not apply to non-job-related injuries that occur in the home. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. The City will not be responsible for injuries to third parties or members of 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.

3.6 Duration:

Employees should not assume any specified period of time for emergency telework arrangements, and the City may require employees to return to regular, in-office work at any time.

4.0 Distribution:

4.1 Human Resources website, www.citylf.org



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