



## City of Healdsburg Telework Policy

**Effective Date: March 1, 2023**

**Approved:** Jeffrey Kay  
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### **I. OVERVIEW:**

Telework offers many benefits to both employers and employees. The City of Healdsburg (City) considers teleworking to be a viable work arrangement and encourages the use of teleworking when it benefits both the employee and the department.

The terms ‘telework,’ ‘teleworking,’ and ‘telecommuting’ refer to work flexibility arrangements established between the supervisor and the employee, wherein the employee performs the duties and responsibilities of the employee’s position from a location other than the office. The terms ‘department management’ or ‘supervisor(s)’ refer to a Department Head/Director or their exempt designee. The term ‘incidental telework’ refers to an assignment of one regularly scheduled work day or less that is not expected to be recurring.

A teleworker must have an approved Telework Agreement on file with department management and Human Resources prior to teleworking. Ongoing informal telework arrangements shall not be permitted. Incidental telework may be permitted upon approval by the supervisor. Emergency telework arrangements due to unforeseen circumstances may be permitted at the City’s discretion. Emergency telework ensures continuity of operations and availability of essential government functions during national, state or local emergencies.

The City’s Telework Policy is designed to:

- . Encourage participation of eligible employees;
- . Improve employee morale, retention and recruitment;
- . Improve employee productivity;
- . Reduce environmental impacts, such as traffic congestion; and
- . Maintain or improve upon customer service.

The Teleworking Policy and Program applies citywide, and department heads are strongly encouraged to make teleworking available to all eligible employees in their departments.

## **II. POLICY:**

Under this policy, eligible employees may be authorized to telework up to one day per week during the 36-hour work week, and up to two days per week during the 44-hour work week.

Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Teleworking employees must comply with all City rules, policies, practices, and instructions. Telework will only be approved if it maintains or improves upon existing customer service levels and does not negatively impact the City's ability to serve the community.

A teleworking employee must be available, accessible and perform work during regularly scheduled teleworking hours. Employees may not engage in activities while teleworking that would not be permitted at the regular worksite, such as child, elder, or other dependent care. Teleworking employees may attend to personal business during unpaid lunch periods, as they would at the regular worksite.

The Telework Policy and Program is intended to be cost neutral. The City will work with each teleworking employee to ensure they are set up for success. This includes providing a City issued computer, ensuring electronic access to tools and software, providing office supplies, and sharing best practices and resources for effective telework. The City will not provide teleworking employees with office equipment or furniture needed to establish an alternate worksite (e.g. desk, chair, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.). While working on City business, employees are required to use a City issued computer to ensure City privacy and security requirements are met.

All city employees are still required to follow The City's Network and Internet Acceptable Use policy while teleworking, regardless of whether the employee is using City-provided or personal equipment.

## **III. ELIGIBILITY:**

Eligibility for teleworking is based on both the position and the employee.

### **A. Position eligibility**

Eligibility for telework is determined by the City. The City may consider the following factors in determining if an employee and position are suitable for teleworking:

- . Job duties;
- . Nature of work and/or supervisory responsibilities performed;
- . Access to position specific software packages;
- . Efficiency of work processes;
- . Effectiveness of existing project teams;

- Operational needs of the City and/or department; and
- Impact on ability to provide quality customer service.

#### B. Employee Eligibility

Employees may be suitable for teleworking when their personal characteristics, as determined by their supervisor, include:

- Demonstrated dependability and responsibility;
- Effective and timely communication with supervisors, coworkers, and clients;
- Demonstrated motivation;
- The ability to work independently;
- A consistently high rate of productivity;
- A high level of skill and knowledge of the job;
- The ability to prioritize work effectively; and
- Good organizational and time management skills.

#### **IV. TELEWORK AGREEMENT:**

Any employee who wishes to telework must submit a Telework Agreement to their Department Head and supervisor for review; the Department Head will review and approve. The city will provide a standard agreement form, and terms of the agreement are subject to change. Approved Telework Agreements will be kept in the employee's personnel file. It is the responsibility of the employee and supervisor to ensure that the Telework Agreement in the employee's personnel file is accurate.

Ability for additional telework on a case-by-case basis may be approved at the Department Head's discretion.

Incidental telework may be permitted upon approval by the supervisor on a case-by-case basis and does not require a Telework Agreement.

#### **V. CANCELLING OR MODIFYING A TELEWORK SCHEDULE OR AGREEMENT**

Employees requesting to modify their telework schedule or agreement should submit a revised Telework Agreement reflecting the employee's proposed changes to the agreement to their supervisor.

Employees may cancel their Telework Agreement at any time.

The Department Head may modify or cancel an employee's Telework Agreement if, in the supervisor's determination, the agreement no longer serves the best interests of the City.

A supervisor should endeavor to provide 10 days' notice to the employee if the employee's Telework Agreement will be modified or cancelled. The supervisor's decision regarding modification or cancellation is binding and not subject to appeal.

## **VI. EMPLOYEE RESPONSIBILITIES:**

Employees who participate in the Telework Program are responsible for:

- Establishing a workspace at their alternate work location and for maintaining and returning equipment as outlined in the Telework Agreement.
- Ensuring the alternate location is conducive to working.
- Adhere to and be available during the employee's regularly scheduled workhours.
- Securing reliable internet and phone service prior to entering into a Telework Agreement.
- Observing and adhering to the City's practices for overtime. A Telework Agreement does not amend compensation or time reporting requirements. Consistent with City's Personnel Rules and Regulations, all overtime work must have the approval of the appropriate supervisor prior to actual performance of the work.
- Reporting to the office on regularly scheduled telework days as directed by Department Head and/or supervisor.
- Using City-owned hardware, software, internet, email, and other forms of City-owned communication media in a manner consistent with the City's information security and privacy policies and standards.
- Adhering to program specific guidelines and requirements to protect confidential or secure information.
- Following the City's Network and Internet Access Acceptable Use and applicable policies.
- Ensuring dependent care and other personal responsibilities do not adversely affect an employee's normal work duties or professionalism.
- Participating in all studies, inquiries, reports, and analyses relating to the telework program.

## **VIII. TRAVELLING TO THE OFFICE:**

Teleworking employees need to exhibit flexibility and may need to come into the office occasionally on a day they are usually scheduled to telework. Travel time to and from the employee's alternate work location to the office is not considered work time and is not compensable.

If employees have a need to come into the office on a day that they are scheduled telework, they are encouraged to work with their immediate supervisor and plan to work in the office for their full scheduled day.

#### **IX. COMPENSATION:**

Teleworking employees are compensated in accordance with all applicable laws, rules, regulations, and policies, including the Fair Labor Standards Act (FLSA), applicable memoranda of understanding, and the City's Personnel Rules and Regulations.

#### **X. LIABILITY:**

The alternate work location is an extension of the department's workspace only when used for work. All existing workplace health and safety rules, as well as employment laws, rules, and policies apply with the same force and effect, and in the same manner, to employees while teleworking as to employees when reporting to the office.

Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Teleworking employees must report any such work-related injuries to their supervisor immediately. The City is not responsible for any injuries to family members, visitors, or other guests at the employee's alternate work location. The teleworking employee shall not have any city related business guests at a residence designated as an alternate work location.

The teleworking employee is solely responsible for any individual tax implications, insurance requirements, and compliance with state and local laws and ordinances when the alternate work location is a residence.



## CITY OF HEALDSBURG TELEWORK AGREEMENT

Employee Information:		
_____	_____	
Last Name	First Name	
_____	_____	_____
Department	Location	Phone Number
Remote Work Location:		
_____	_____	_____
Street Address	City	Zip Code
_____	<input type="checkbox"/> Employee Residence	<input type="checkbox"/> City Facility
Phone Number		
Description of Designated Workspace at remote work location:		
_____		
_____		
Teleworking Schedule:		
<input type="checkbox"/>	On a weekly basis as follows:	_____
<input type="checkbox"/>	On a biweekly basis as follows:	_____
<input type="checkbox"/>	On a monthly basis as follows:	_____
<input type="checkbox"/>	No regular schedule – separate permission for each teleworking day.	
Regular Teleworking work hours: _____ to _____		
City Information Systems which employee has access to from remote work location: (e.g., Tyler, ESS, etc.)		
_____		
_____		

I have reviewed and agree to adhere to the City of Healdsburg Telework Policy:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date