



- I. Application
  - a. Interested employees should thoroughly read the city's [Attendance, Work Hours and Telecommuting policy 3.01.05](#) and this procedure and print a copy of the [telecommuting application/agreement](#).
  - b. If utilizing computer or telephone equipment as part of the telecommuting work arrangement, the employee should contact IMS to determine feasibility of telecommuting work, equipment needs and costs. Note this information on the telecommuting application/agreement.
  - c. Employee and supervisor should meet to discuss the telecommuting application/agreement.
  
- II. Approval process
  - a. Employee and supervisor should develop a mutually acceptable system for measuring telecommuting work productivity and finalize costs, equipment needs, and schedule.
  - b. Employee and supervisor should ensure they understand and agree on the safety of the alternate work area.
  - c. Employee and supervisor should ensure understanding and agreement on FLSA considerations including preapproval for overtime (if applicable) or work schedule changes.
  - d. Supervisor signs application form and sends to the division director for review.
  - e. Division director reviews the telecommuting application/agreement form and approves or denies the request. (If division director is applying for telecommuting approval, the department director will approve or deny the request.)
  - f. If approved, the division director signs the form and sends the original back to the employee with copies to the supervisor and to human resources for placement in the employee's official personnel file. If denied, the division director will provide the reason for the denial to the supervisor to discuss with the employee.
  - g. The maximum term of a telecommuting agreement is normally twelve (12) months and will be reviewed annually. The agreement may be terminated by either the employee or the city for any reason at any time.
  
- III. Equipment
  - a. Equipment needs (including but not limited to a computer and telephone) should be pre-arranged with the employee's supervisor and IMS. City-provided equipment is not an entitlement of telecommuting. However, if city equipment is provided, it is the responsibility of the employee's department to provide the equipment.
  - b. Hardware and software provided by the city remains the property of the city and will be returned at the end of the telecommuting arrangement. An equipment/software inventory record for city equipment assigned for off-site use will be maintained by the employee's work unit. Products, documents and other records used and/or developed while telecommuting will remain the property of, and be available to, the city and are subject to department and division policies regarding confidentiality and authorized access.
  - c. City-owned software may not be duplicated. Telecommuters using city-owned software must adhere to the manufacturer's licensing agreements. The employee is responsible for protecting the integrity of the copyrighted software and following policies, procedures and practices related to them to the same extent applicable in the regular office.
  - d. Off-site installation of hardware or software is the responsibility of the telecommuter, in coordination with IMS. Support will be provided by IMS staff on city work sites only and telecommuter work units will be billed for services according to current IMS practices. The variety of information systems employed make it impossible to guarantee that telecommuters can receive extended information systems access to all alternate work locations.
  - e. All equipment, software, supplies or other material purchased or maintained by the city are to be used by the telecommuter for city business. The telecommuter has the same responsibility for taking appropriate steps to minimize damage to city property used at the alternate work site as would exist at the regular city work site.
  - f. Employees who elect to use their own equipment (not furnished by the city) are responsible for its maintenance and repair.



Current References:

[Attendance, Work Hours and Telecommuting policy 3.01.05](#)

[Telecommuting Application/Agreement](#)

Approved and passed this 31<sup>st</sup> date of December, 2016