



# Town of Erie Teleworking Policy

Effective Date: <u>March 10, 2020</u>	Revision Date: _____	Prepared By: Alicia Melendez Human Resources Director
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## **Policy Purpose:**

Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the Town. The Town has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework and have the right to refuse their supervisor's request to telework.

## **Compensation and Work Hours**

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.

## **Eligibility**

Successful teleworkers have the support of their supervisors. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor's ability to manage remote workers. Each department will make its own selections.

Upon acceptance to the program both the employee and supervisor must complete a training course designed to prepare them for the teleworking experience. All teleworkers must sign an agreement.

## **Equipment/Tools**

The Town may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, email, voice-mail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the Town for use at the remote work location is limited to authorized persons and for purposes relating to Town business. The Town will provide for repairs to Town equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

A loaner laptop may be provided when available. Loaner computers will vary in performance and configuration. Loaners must be returned upon request.

## **Workspace**

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

The Town must approve the site chosen as the employee's remote workspace. The employee must submit three photos of the home workspace to management prior to implementation. An

exception to this section may be considered for the occasional teleworker or during a declared State of Emergency.

Any Town materials taken home should be kept in the designated work area at home and not be made accessible to others.

The Town has the right to make on-site visits (with 48 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve Town-owned equipment, software, data or supplies.

### **Office Supplies**

Office supplies will be provided by the Town as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.

### **Worker's Compensation**

During work hours and while performing work functions in the designated work area of the home, teleworkers are covered by worker's compensation. The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began teleworking.

The Town assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours. The Town is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others who may become injured within or around the employee's home.

### **Dependent Care**

Teleworking is not a substitute for dependent care. Teleworkers will not be available during Town core hours to provide dependent care. An exception to this section may be considered during a declared State of Emergency.

### **Communication**

Employees must be available by phone and email during core hours. All client interactions must adhere to applicable governmental orders and the Town's social distancing requirements in effect at the time of the interaction or meeting. When such orders and/or social distancing requirements are no longer applicable, client interactions will be conducted on a client or Town site. Participants will still be available for staff meetings, and other meetings deemed necessary by management.

### **Evaluation**

The employee shall agree to participate in all studies, inquiries, reports and analyses relating to this program. The employee remains obligated to comply with all Town rules, practices and instructions.

This policy is hereby approved and adopted on this 17<sup>th</sup> day of March, 2020

  
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Malcolm Fleming, Town Administrator