

TELECOMMUTING POLICY AND PROCEDURE

(aka Working from Home Policy and Procedure)

PURPOSE

- A. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Telecommuting could be in the event of an emergency such as inclement weather, a pandemic, other extenuating circumstances or as an alternative work arrangement.
- B. Telecommuting is not an entitlement, it is not a City-wide benefit, and a signed agreement in no way changes the terms and conditions of employment with the City of Rochelle.
- C. If approved for telecommuting, employees are expected to telecommute as if reporting to work as usual unless he/she is sick, on approved leave, or as otherwise directed by their supervisor.
- D. Telecommuting may be appropriate from some positions and duties, but not necessarily viable for all positions.

GUIDELINES

- A. Except as otherwise provided herein, the City Manager has the authority to implement all, or select, provisions of this policy and to grant exceptions on a case-by-case basis in order to ensure its use in the intended manner and to meet the unique operational requirements of any situation.
- B. Preferably, preparations should be made in advance or as soon as practicable to allow remote work if necessary, in emergency circumstances. This includes determining appropriate equipment needs, such as hardware, software, and telephone.
- C. Non-temporary telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the City. Every effort will be made to provide a 7 working days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of the telecommuting arrangement. There may be instances, however, when no notice is possible.

PROCEDURE

- A. Individuals eligible for telecommuting arrangements must be employed with the City of Rochelle for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record with approval by supervisor.
- B. The employee shall be required to submit a Telecommuting Agreement to their immediate

supervisor for approval with the City Manager the final approval prior to starting to telecommute. A Telecommuting Agreement may be required if the City Manager institutes mandatory telecommute. The agreement shall specify the days/times telecommuting will occur and the work to be completed by the employee.

- C. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as work from home for a few days or intermittently.

EMPLOYMENT CONDITIONS

- A. Normal scheduled work hours will be worked each workday, typically during the hours of 7:30a.m. and 4:30pm. There are circumstances when a salary-exempt employee may work outside those hours. Hourly, Non-exempt employees are not allowed to work outside the normal work hours unless approved by supervisor as overtime in accordance with Fair Labor Standards Act (FLSA). Hours worked in excess of those scheduled hours per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- B. All normal policies associated with leave usage remain in place. If a telecommuter is unable to work, he/she must request and be approved for leave. If the telecommuter becomes sick while telecommuting and his/her illness prevents him/her from working, he/she may use sick leave. Telecommuters may be required to provide medical certification per Chapter 3, Article D. If a telecommuter becomes sick, but wishes to work, he/she may continue to do so while telecommuting to the extent that he/she is able.
- C. While telecommuting, the employee remains bound by all applicable City of Rochelle personnel rules and regulations, as well as applicable City and State laws and regulations. Unless leave has been approved, only official duties may be performed, and employees must refrain from conducting personal business while telecommuting.
- D. Appropriate disciplinary action may be taken against a telecommuting employee for failing to comply with the provisions of the Telecommuting Agreement or for violating any other personnel law, rule, regulation, or policy.
- E. The telecommuter is covered under Illinois' Workers' Compensation law for injuries occurring in the course of the actual performance of official duties at the remote workplace. In the event of a job-related accident at the remote workplace, the telecommuter must immediately report the incident to his/her supervisor.
- F. The City is not liable for damages to the telecommuter's personal or real property while the telecommuter is working at the remote workplace.
- G. All policies in the City of Rochelle Employee Handbook apply to a telecommuter

regardless of location. Chapter 5, Other: Article Q, Electronic Communication & Technology covers the use of electronics, which includes but not limited to, No Exception of Privacy, Public Record, Acceptable Use and Violations.

COMPENSATION

- A. A telecommuter's pay and benefits are unaffected by participation in the telecommuting program.
- B. Telecommuters are not authorized to work overtime at the remote workplace unless preapproved by their supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

SUPPLIES AND EQUIPMENT

- A. The telecommuter must have a designated work area with appropriate furniture, tools, and supplies to perform assigned telework tasks at the remote workplace. The telecommuter's department or office will provide standard office supplies (pens, paper, pencils). Out-of-pocket expenses will not be paid or reimbursed by the City of Rochelle.
- B. The telecommuter's department with support of IT department will provide the computer hardware, software, virus protection, and appropriate access to drives.
- C. All equipment that the City provides the telecommuter remains property of the City and is be subject to search or inspection at any time, including via remote scans or any other method the City deems necessary to use.
- D. The telecommuter is responsible for providing a telephone, cell phone, or alternate means of immediate communication. Long distance calls are the responsibility of the employee. No reimbursement of cell phone or internet use will be permitted, unless pre-approved and stated in the Telecommuting Agreement.
- E. The City is not responsible for loss, damage, or wear and tear of telecommuter-owned equipment. Repair and/or replacement costs and liability for privately owned equipment and furniture used during telecommuting is the responsibility of the telecommuter.
- F. The City reserves the right to request photos of the designated work space, request a layout of space used or inspect the work space used at the telecommuting location, whether at home or another designated location.

CYBERSECURITY AND INTEGRITY

- A. All telecommuters are responsible for the safety and security of all City confidential data and information. A telecommuter must protect the privacy and security of City resources

and information. This includes establishing appropriate passwords for all confidential information that could be obtained from a laptop.

- B. Restricted-access materials shall not be removed from the central worksite or accessed by the telecommuter electronically from the alternate remote workplace unless authorized in advance by the department supervisor.
- C. Persons other than the telecommuter shall not be given access to City information or resources.
- D. Products, documents, and records used, developed, or revised while telecommuting shall remain the property of the City and are subject to the City's policies regarding confidentiality and records retention requirements.
- E. Telecommuter positions that have security and/or confidentiality requirements must follow established policies and procedures to guarantee protection of confidential information. Procedures may include a locked or secure workplace, the use of computer access passwords, or restricted use of files at the telecommuter's remote workplace.

SCHEDULES AND ACCESSIBILITY

- A. While telecommuting, the employee must be accessible via telephone, email, or any other means of virtual communication. Telecommuters must also regularly check voicemails and timely respond to messages and emails. An agreement between the telecommuter and their supervisor will address how to handle telephone messages and the need for the forwarding of telephone calls from the work phone to a remote workplace phone. The telecommuter's remote workplace phone number will only be provided to their supervisor or where it is in the public interest to provide the number.
- B. Telecommuter will attend any meetings, training sessions, and/or conferences as requested by their supervisor. The telecommuter may be requested to attend short notice meetings; however, their supervisor may use telephone conferencing as an alternative for requesting attendance at short notice meetings.
- C. An hourly, non-exempt employee must keep a complete log of his/her time spent telecommuting and must provide his/her supervisor a copy of this log at the end of each week.
- D. Work schedules must be in compliance with Fair Labor Standards Act (FLSA) regulations and the City policy. The employing department's work week schedules, meetings, consultations, presentations, and conferences will be taken into consideration when approving the telecommuter's schedule.
- E. Telecommuter's travel time to and from home or the office to a remote work location will not be considered compensable work time.
- F. The Telecommuter Agreement may be reviewed by the City Manager or supervisor at any time and revised, as necessary.

EMPLOYEE ATTENDANCE

- A. Failure to telework or to perform assigned duties as required may result in disciplinary action, up to and including termination from employment.
- B. The City Manager or their supervisor may alter an employee's telecommute schedule, telecommute location , or duties according to current law and policy in order to meet the needs of the department or office, or to promote standards and guidance to prevent or mitigate emerging threat(s)

