

City of Sammamish

Policies and Procedures

1. PURPOSE

Telework is a component of the Governor's "Building a Modern Work Environment" Executive Order 16-07 and the Modern Work Environment Executive Order 1099.00. Telework is an important tool for achieving a resilient results-oriented workforce, allowing to be more adaptive and responsive to customers and optimizing our facility footprint. A mobile workforce provides staff flexibility in how, when, and where work gets done so employees can have work/life balance, improved wellness, increased job satisfaction and engagement. Telework is a cooperative arrangement between the supervisor and employee. Prior to an employee being eligible to telework, their position must be approved as telework suitable. City policies and procedures, performance expectations, and rules that govern an employee's employment remain applicable to teleworking employees. Participation in the Telework Program is voluntary. No employee is entitled to or guaranteed the opportunity to telework.

2. DEFINITIONS

2.1 Telework

A formal work arrangement that allows an employee to perform work, during their approved work schedule, at a location different from their official duty station by using technology that allows access to normal work material (e.g. email, telephone, electronic documents).

2.2 Official Duty Station

City Hall, Maintenance & Operation Center (MOC) or other location where the employee's office is located or where the employee is assigned to work on a permanent basis when not teleworking.

2.3 Regular Telework

An employee works from home or other (alternate) location a minimum of four days every month. An approved telework agreement and safety checklist form are on file with the HR department. This telework arrangement counts toward the City telework goals as documented in the above-mentioned Modern Work Environment Executive Orders.

2.4 Occasional Telework

An employee works from home or other (alternate) location that is typically as needed or less than four days per month. Periods of occasional telework are short-term and/or for specific reasons (including inclement weather or during emergency events). Occasional telework must be approved by the employee's supervisor on a case-by-case basis and requires an approved telework agreement to be on file with the HR Department.

2.5 Reasonable Accommodation

A telework arrangement may also be approved as a form of reasonable accommodation. The HR department facilitates the reasonable accommodation process.

3. TELECOMMUTING CRITERIA

- 3.1 The employee's manager determines the position is appropriate for telecommuting and does not negatively impact the delivery of public services and programs.
- 3.2 The employee demonstrates the ability to work independently, communicates effectively with managers and other employees, maintains a high degree of self-motivation, and meets the telecommuting criteria.
- 3.3 The position has some or all of the following characteristics:
 - 3.3.1 Face-to-face interactions can be scheduled on specified days.
 - 3.3.2 The employee's work does not require them to be readily available on a face-to-face basis to address problems that arise or to deliver services.
 - 3.3.3 Workflow can be controlled and work product measured.
 - 3.3.4 Quiet or uninterrupted time would enhance employee productivity.
- 3.4 The employee can provide a work environment that is free of interruptions and distractions and is safe and healthy.
- 3.5 Employee is not : 1) on a trial service period; 2) on a performance improvement plan; 3) under investigation for misconduct, poor performance, or under any type of disciplinary action; and/or 4) has not received formal discipline (e.g., written reprimand, suspension, or demotion) within the preceding 6 months.

4. RESPONSIBILITIES

4.1 Employee

- 4.1.1 Follow the requirements and expectations outlined in the Telework Participant Agreement.

- 4.1.2 Employees will be flexible in their scheduling, which includes being available to attend staff meetings and other meetings in person as required.
- 4.1.3 Overtime eligible telework employees will obtain supervisor approval to make changes in their work schedule.
- 4.1.4 Approved telework employees understand they are required to meet the performance expectations of the position and abide by City policies, procedures, and rules that govern their employment with the City. In addition, employees must read and understand the policies listed in the telework agreement.
- 4.1.5 Employees are responsible for ensuring the work environment is safe and free from hazards, regardless of the work location.

4.2 Supervisor/Manager

- 4.2.1 Determine if a position is eligible for telework. Review the telework agreement and remote access form. Determine if the employee is eligible for telework and approve or deny. Discuss approval/denial with the requesting employee and if approved submit the signed telework agreement and forms to the HR department.
- 4.2.2 Set expectations for the teleworking employee related to telework arrangement and job performance.
- 4.2.3 If a telework agreement is denied by supervisor or canceled by an employee or supervisor, the supervisor or designee will complete and submit the Telework Denial/ Cancellation documentation to the HR department.

5. WORK SCHEDULE

The employee must follow their assigned work schedule. The number of hours worked per day does not change during telework. The rules around positive reporting of hours for overtime eligible or overtime exempt employees do not change with telework. The supervisor must approve any overtime and/or changes to the actual start and stop work time in advance. If a telework employee experiences a disruption for a prolonged period, or if a circumstance occurs preventing the employee from accomplishing work, the employee must submit leave in accordance with the City's time tracking policies and procedures.

6. APPROVAL

- 6.1 The supervisor/manager submits the signed agreement and safety assessment (if required) to the HR Analyst.
- 6.2 The agreement remains in effect until changed or terminated by supervisor or employee in writing .
- 6.3 The employee and supervisor should review agreement annually.
- 6.4 Any change to the initial agreement requires an updated agreement .
- 6.5 Supervisors and employees should review the telework agreement annually . If the agreement is changed, the employee submits the revised agreement to their supervisor for review and approval. The supervisor sends the signed updated agreement to the HR department.

7. CANCELLATION, DENIAL AND RECONSIDERATION

If a supervisor or employee cancels or denies an agreement, the reason or reasons for the denial must be documented on the Denial/Cancellation Completion of the form is required prior to the effective date of the termination of the agreement . An employee has no property or vested right to telecommute and does not acquire such a right by being provided the opportunity to telecommute for any period of time. Telecommuting should not be considered indefinite and should be reassessed annually , or on a regular basis by the supervisor.

TELEWORKING AGREEMENT

Employee Name	Job Title	Start Date	End Date
Supervisor Name/Title	Department	Department Director	

I understand and agree to the following terms and conditions:

- My manager/supervisor has the authority to continue or discontinue this Teleworking Agreement at any time with 30 days written notice. Continuing this agreement beyond the expiration date will require a newsigned Teleworking Agreement.
- I must regularly demonstrate the ability to work independently, communicate regularly and effectively with my manager/supervisor and other employees, and maintain a high degree of self - motivation .
- My manager/supervisor will provide work rules and work performance expectations associated with this teleworking arrangement, which are found on page two of this agreement. I must meet these expectations along with all other expectations in order for the Teleworking Agreement to continue.
- I can provide a work environment that is free of interruptions and distractions .
- I am expected to devote the same time and attention to work at a teleworking site as I would devote if the work were performed at a City of Sammamish facility .
- My teleworking worksite is safe and healthy, free from recognized hazards that are likely to cause serious injury or death.
- I am responsible for immediately reporting to my manager/supervisor any conditions at my teleworking worksite that I believe are unsafe or unhealthy.
- Due to Public Records Requests (PRR), all work related documents created on a personal computer must be done using Office 365 and saved to One Drive, SharePoint, Teams or the City P Drive, which is accessible through an approved VPN.
- I will not share my work-related documents, passwords, etc. with anyone not authorized to receive them.
- I have no property or vested right to telework and I do not acquire such a right by being provided the opportunity to telework for any period of time.

TELEWORKING AGREEMENT

Employee Name	Job Title
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Manager's Work Rules and Expectations of Employee While Teleworking:

I have read, understood, and agree to the above Telework Agreement terms and conditions. I understand and accept the performance expectations and rules identified by my manager/supervisor. This teleworking arrangement is not to be considered indefinite and will be reassessed annually or on a regular basis by my manager/supervisor. Questions about this Teleworking Agreement and arrangements should be directed to my supervisor. I will abide by the City of Sammamish's Teleworking Policy. My signature below signifies my understanding, agreement, and acceptance.

Employee Signature	Date	Manager/Supervisor Signature	Date
DEPARTMENT DIRECTOR APPROVAL Approved Denied - Comments:		Department Director	Date

Return completed Teleworking Agreement to Human Resources