



## CITY OF NEWCASTLE

### TEMPORARY TELECOMMUTING AGREEMENT

#### Novel Coronavirus (COVID-19) Response

In response to COVID-19 and based on the Department of Public Health – Seattle & King County recommendations, the City of Newcastle is authorizing temporary telecommuting assignments to designated positions. Telecommuting is neither a benefit nor an entitlement and in no way changes the terms and conditions of employment.

1. These telework policies provide a general framework for all City of Newcastle teleworkers and do not attempt to address the special conditions and needs of all individuals. Specific conditions relating to the employee working at home will be negotiated by the employee and his/her supervisor subject to manager or director approval.
2. Eligible positions will be determined by the Departmental Director and be based on functional role and business needs. Telecommuting is only viable in cases where the Employee and Supervisor mutually agree that the job characteristics are well suited to an alternative work location. Telecommuting may be appropriate for some employees, supervisors and duties, but not necessarily viable for everyone. Seasonal and intern positions must have Department Director and City Manager approval.
3. Telecommuting is a voluntary alternative work arrangement in which part of, or all of the weekly scheduled work is performed at an alternative location. 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 working from home for a few days or intermittently. In cases where an employee anticipates they might want to work from home for limited durations of time, the Employee should propose specific reasons for intermittent telecommuting along with specific work plans for consideration.
4. Since the employee's home work space is an extension of the agency work space, the State's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. Therefore, all employees will be expected to keep their work space safe and free of hazards and act in a responsible manner to avoid injury.
  - Telecommuting employees are responsible for notifying their supervisor and Human Resources of injuries within 48 hours of when the injury occurred, see <G:\Human Resources\Forms> for the Accident Injury Report.
  - The City is not liable for injuries sustained by family members or other visitors to a Telecommuter's alternate work location.
  - The Supervisor may inspect, with advance notice, the Telecommuter's alternate workplace for safe conditions.
  - The City will not be responsible for costs associated with setup of the Telecommuter's work environment, such as remodeling, furniture or lighting, nor for repairs or modifications to the environment.
5. Equipment and Alternate Work Environment. Telecommuters will use their own equipment and be responsible for the purchase, modification, repair and maintenance of the equipment used for telecommuting. In limited instances based on priority and need, the City may be able to provide City

equipment to be used in the alternate work environment, in these instances the City equipment may not be used for personal purposes and employees and supervisors must sign the Assignment of Cell Phones and Electronic Devices located at [G:\Human Resources\Forms](#), give the signed form to Human Resources.

6. Consistent with the City's expectations of information security and compliance with public record laws, the Telecommuter will ensure the security and protection of information accessible from their alternate work location. The Telecommuter will check with their supervisor when security matters are at issue. No confidential information (including administrator passwords) will be downloaded to any non-city data storage device (including but not limited to hard drive, CD, DVD, or flash drive). Any information that is considered confidential or protected will not be removed from the regular office without the Department Director's specific express approval in writing.
7. Office supplies will be provided by the City and should be obtained during the teleworker's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed without prior approval from your supervisor.
8. Teleworking contact, employees should be reachable via telephone and email, within reason, during agreed upon work hours. Teleworkers are expected to use the in/out board when they leave their telework location, just as you would during a traditional office day.
  - Initially, the employee should check-in with their supervisor daily letting them know they have started their teleworking day. This is an opportune time to relay any issues that have arisen. After both parties are accustomed to the telecommuting arrangement, the supervisor and telecommuter may communicate at a level consistent with employees working at the office.
9. Telecommuters will keep their timesheet updated and send the timesheet into their supervisor for approval.
  - Accrual of overtime or compensatory time will be administered under the same provisions if the work were performed at the regular work location, as a reminder overtime should be pre-approved by your supervisor.
  - Leave used on a planned telecommute day will be administered under the same provisions as leave used from the regular work location.
  - Telecommuting is not designed to be a replacement for appropriate child or elder care. Although a Telecommuter's schedule may be modified to accommodate care needs, the focus of the arrangement must remain on job performance and meeting business demands.
10. The Telecommuter and Supervisor mutually agree to adhere to and evaluate a daily work plan. The Supervisor will review the proposed work plan and approve, adjust or decline the proposal based on reasonable priorities.
  - The Telecommuter will provide a status report of completed work to their supervisor as requested, this may be daily but could be weekly if mutually agreeable.
  - Status reports may be done via email or by phone.
  - The Supervisor shall verify the quality and quantity of work done in accordance with the established work plan.
11. The Telecommuting agreement may be discontinued at any time.

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<b>Employee:</b>		<b>Supervisor:</b>	
<b>Employee Title:</b>		<b>Supervisor Title:</b>	
<b>Department:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Executive <input type="checkbox"/> Finance <input type="checkbox"/> Public Works		
Telecommuter's Alternate Workplace Address:			
Alternate Workplace Address is		<input type="checkbox"/> A home office <input type="checkbox"/> Other:	
Employee Contact Number:		<input type="checkbox"/> Personal Cell <input type="checkbox"/> City Cell <input type="checkbox"/> Land Line	
This Agreement Applies to:		<input type="checkbox"/> COVID-19 response	
Available Home Equipment:		<input type="checkbox"/> Computer <input type="checkbox"/> Internet <input type="checkbox"/> Phone	
System Access Granted		<input type="checkbox"/> Remote Access/ Terminal Server <input type="checkbox"/> Remote Access/Local PC	

**General summary of duties that will be performed while telecommuting** (add additional pages if necessary)

**Telecommuting Days:** Check the days and times that you will telecommute (not the days you are in the office or taking leave). If your telecommuting schedule will vary, based on business needs, check "variable".

Day	Hours	All Day	Partial Day	Variable	Notes
<input type="checkbox"/> Sunday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Monday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Tuesday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Wednesday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Thursday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Friday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Saturday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Checking & Returning Calls & Emails:** Employee agrees to check their office voicemail  times a day while teleworking (the minimum is beginning of shift, mid-day and afternoon). The employee will return voicemails and emails within 24 business hours.

**Signature below signifies agreement with the provisions of this document.**

	Printed Name	Signature	Date
<b>Telecommuter:</b>			
<b>Supervisor:</b>			
<b>Director:</b>			