
272 – Telecommuting Policy

1.0 PURPOSE

The purpose of the Telecommuting Policy is to establish policies and procedures to encourage, where appropriate, the use of telecommuting in order to attract and retain a diverse and talented work force by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction Law. Additionally, to provide the District with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the District to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the District General Manager. The District or employee may discontinue the telecommuting arrangement at any time without advance notice.

2.0 SCOPE

All employees must meet the criterion for Telecommuting and request the opportunity to do so.

3.0 DEFINITIONS

“Telecommuting” means work performed at an employee’s residence to conduct an employee’s job duties, or at other locations when approved by employee’s direct supervisor.

“District Facilities” refer to the Mount Rainier Pool and District Offices.

4.0 POLICY

An employee may be permitted to telecommute for all or a portion of the employee’s workweek, if approved in advance by the District General Manager. Telecommuting may be approved if the duties will not negatively impact service delivery, customer service, or the overall function of the work unit.

5.0 TELECOMMUTING PROGRAM REQUIREMENTS

- The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee’s duties, obligations and responsibilities prior to telecommuting
- The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- Unless authorized by the District General Manager, telecommuting shall not generally be used as a substitute for dependent care. A telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that

272 – Telecommuting Policy

dependent care does not interfere with the employee's performance of their job responsibilities.

- Telecommuting employees shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence.
- A telecommuting employee may not perform work for a non-District employer during the telecommuting period. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external clients during telecommuting period(s).
- FLSA-exempt employees must indicate the hours they will be available to be reached by staff and customers, which shall also be approved by the employee's supervisor.
- As part of approval of a telecommuting request, the supervisor may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to supervisor approval.
- For Non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized in advance by the employee's supervisor/director.
- Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The District will not provide office furniture to employees who telecommute.
- All District employees must use District issued equipment for telecommuting and follow all security measures setup by District). Personal devices are not allowed. This is to ensure the District's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to our public image.
- All remote access will be managed by the District's IT consultant.
- Telecommuters shall make every effort to secure District information in their residence and prevent unauthorized access to any District system or information. If District equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, the District General Manager, and local law enforcement.
- The telecommuter, supervisor or District General Manager may end the telecommuting arrangement at any time.
- Telecommuters must understand and agree to the Program Requirements listed in this policy.

6.0 ELIGIBILITY

Employees are eligible, if they:

272 – Telecommuting Policy

- Have job duties that are not required to be performed at the District’s facilities.
- Can be available by cell phone, telephone, email or text, during all telecommuting hours.
- There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- The employee’s job is not dependent on the location of the workplace.
- The employee shall have previously demonstrated to the department director’s satisfaction, their capability to work productively without direct supervision.

7.0 EMPLOYEE RESPONSIBILITY

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- Proposed Telecommuting day(s) per week and number of hours per day requested and proposed duration of telecommuting arrangements.
- Tasks the employee proposes performing while telecommuting.
- Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.
- Complete IT Department document *Remote Access Policy and Agreement* prior to start of telecommuting.

8.0 ASSIGNED TELECOMMUTING

Under other-than-normal circumstances, including but not limited to; natural disasters, risks to public safety and/or health, at the discretion of the District, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the District will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the District, City, County and/or State recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the District’s *Continuity of Operations Plan* (Policy _____).

TELECOMMUTING REQUEST FORM Des Moines Pool Metropolitan Park District

Employees who wish to telecommute must complete and submit this form to supervisor for approvals prior to telecommuting. The District General Manager agrees to monitor the employee's performance and adhere to established guidelines and work standards.

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| Employee Name (Printed): | |
| Position Title: | |
| Supervisor: | |
| Days Requested to Telecommute: | |
| Primary Work Hours: | |
| Number Available At: | |
| Purpose of Telecommuting: | |

Employee Agreement: I hereby request approval to telecommute. I understand that the District or employee may discontinue the telecommuting agreement at any time. I have read Telecommuting Policy 272, understand, and agree to adhere to all policies required to participate in the telecommuting program.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

District GM: _____ Date: _____