

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: Telework/Work at Home Program	Number: 13-52
Department(s) Affected: All Departments	Effective Date: 08/04/2020 Supersedes: N/A
Authority: Section 2.12.010 Chico Municipal Code	File Reference: Approved: <i>Mark Orme</i>

I. PURPOSE

Telework or telecommuting is the concept of working from home or another off-site location on a full-time or part-time basis. Teleworking is an employee benefit and an alternative method of meeting the needs of the City of Chico. The City of Chico 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. Employees have the right to refuse to telework if the option is made available.

II. POLICY

Teleworking is not suitable for all employees and/or positions. Teleworking is a privilege and not a right. The City Manager has the discretion to determine the positions that may participate in the Teleworking Program utilizing criteria that includes, but is not limited to:

1. The operational needs of the employee's department and the City of Chico;
2. The potential for disruption to the City's functions;
3. The ability of the employee to perform their specific job duties from a location separate from their City worksite ('Alternate Worksite") without diminishing the quantity or quality of the work performed;
4. The degree of face-to-face interaction with other City employees and the public that the employee's position requires;
5. The portability of the employee's work;
6. The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost;
7. The risk factors associated with performing the employee's job duties from a location separate from their City Worksite;
8. The ability to measure the employee's work performance from a location separate from their City Worksite;
9. The employee's supervisory responsibilities;
10. The employee's need for supervision;
11. Other considerations deemed necessary and appropriate by the employee's immediate supervisor and Department Head.

III. PROCEDURE

A. Compensation and Work Hours

1. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program.
2. 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.

3. Employees who find themselves unable to fill a full workday's time with standard work tasks shall immediately inform their supervisor so that assignments and telework viability can be assessed.
4. Employees are expected to conform to established start times, rest periods, lunch periods and overtime authorization as if they were at work, receiving supervisor authorizations as appropriate change such schedules.
5. Employees are expected to maintain accurate time records of all work efforts as reported on their timecard. Exceptions require a supervisor's approval.
6. Employees shall abide by practices, policies and procedures for request of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working under the telework policy, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to their illness and inability to work.

B. Eligibility

1. Department Heads, with approval of the City Manager, may authorize employees to work at home according to this policy. All employees working at home under this policy must acknowledge in writing that they have received, understand, will comply with this policy.

C. Equipment/Tools

1. Pursuant to Information Systems Working from Home Playbook, the City of Chico may provide specific tools/equipment for the employee to perform their current duties. This may include computer hardware, computer software, phone lines, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.
2. The use of equipment, software, data supplies and furniture when provided by the City of Chico for use at the remote work location is limited to authorized persons and for purposes relating to City of Chico business. The City will provide for repairs to City of Chico equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance, repair, upgrading, and replacement of equipment.
3. A loaner laptop, tablet, printer, or scanner may be provided when available. Loaner items will vary in performance and configuration. Loaners must be returned upon request.
4. Any supplemental materials purchased by the employee or employee's department via CalCard or other purchasing procedure must be returned to the City upon termination of the telework arrangement.
5. Employees may be held responsible for replacement costs of equipment, tools, and supplies loaned to the employee but not returned at the end of the telework arrangement.

D. Workspace

1. The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking.
2. The employee shall maintain this workspace in a safe and ergonomic condition, free from hazards and other dangers to the employee and equipment.
3. The City of Chico has the right to approve or deny the site chosen as the employee's remote workspace. The City may ask that an employee submit photographs of the home workspace prior to implementation.
4. Any City of Chico materials taken home should be kept in the designated work area at home and not be made accessible to others.
5. The employee shall ensure that all confidential documents, phone conversations, virtual meetings, etc. remain secured and non-accessible to others within the employee's household.

E. Office Supplies

1. Office supplies will be provided by the City of Chico as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's supervisor.
2. Office supplies remaining at the end of the telework period shall be returned to the City.

F. Worker's Compensation

1. During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by workers' compensation.
2. Any suspected injury must be immediately reported to the employee's supervisor, pursuant to the guidelines detailed in AP&P 13-23.

G. Liability

1. The employee's home workspace will be considered an extension of the City of Chico's workspace. Therefore, the City will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.
2. The City of Chico will be liable for injuries or illnesses that occur during the employee's agreed-upon work hours. The employee's at-home work hours will conform to a schedule agreed upon by the employee and their supervisor to limit liability exposure.
3. 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.
4. The City of Chico assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.
5. The City of Chico 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 that may become injured within or around the employee's home.

H. Dependent Care

1. Normally, teleworking and being at a home office is not a substitute for dependent care. Teleworkers will not be available during City of Chico core hours to provide dependent care, unless specific work arrangements are made with the employee's supervisor.
2. Supervisors have the right to inquire about employee's dependent care plans to ensure that designated telework hours are not being impacted by unmet care needs.

I. Taxes

1. It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The City of Chico will not provide tax guidance, nor will the City of Chico assume any additional tax liabilities.
2. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

J. Communication

1. Employees must be available by phone and email during core hours. All non-virtual client interactions will be conducted on a client or City of Chico site.
2. Employees will still be available for staff meetings, and other on or off-site meetings deemed necessary by management.
3. Employees responsible for hosting virtual meetings should ensure that their workspace and public presence is appropriate with City of Chico standards.

K. Evaluation

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

**ACKNOWLEDGMENT OF RECEIPT OF
Telework/Work at Home AP&P 13 – 52**

This is to acknowledge that I have received a copy of the City's Administrative Procedure and Policy 13-52. I understand that it contains important information on the City's personnel policies and on my obligations and responsibilities as an employee. I acknowledge that I am expected to read, understand, and adhere to the policy. I understand that I am governed by the provisions in the policy; and that the City may change or rescind the policy from time to time in its sole and absolute discretion with or without prior notice. The City will advise employees of substantive changes within a reasonable time.

Employee's Signature

Date

This document shall be signed by the employee when beginning a telework assignment and placed in the employee's personnel file.