



SHORT-TERM REMOTE WORK POLICY

OVERVIEW

Employees may request short-term remote work based on the essential functions and responsibilities of the position, the equipment needs of the position, the impact of a remote position on the workload or additional responsibilities for another staff member, the operational needs of the department and the Bureau, and any other factor the Bureau deems appropriate to consider, based on the evaluation by the department's Assistant Executive Director (AED). Not all positions may be eligible for short-term remote work.

On an annual basis, the Assistant Executive Directors will review all positions in their respective departments and make a determination on which positions are appropriate for short-term remote work. Remote work shall not create an increased workload or additional responsibilities for other staff members, including front desk phone backup coverage. The Bureau reserves the right to make determinations as to appropriate equipment needed at the remote workplace that will meet the operating needs of the employee's position and the organization.

Short-term remote work is evaluated on a case-by-case basis, and should not exceed two days in any pay period. The AED must agree on a set schedule for which day(s) the employee will be working remote. Exceptions to this schedule will be approved at the discretion of the supervisor.

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

1. The employee will establish an appropriate work environment for work purposes.
2. The Bureau will not be responsible for costs associated with setup of the employee's remote location.
3. The Bureau accepts no responsibility for damage, maintenance or repairs to employee-owned equipment.
4. The employee must be available to their supervisors, co-workers, clients and partners during core business hours. There are two core periods each day. The first is from 9 a.m. to 11 a.m. and the second from 2 p.m. to 4 p.m., unless approved leave time is scheduled.
5. The employee will be accessible by phone and/or email during the established workday.
6. Employees must attend regularly scheduled staff and departmental meetings and avoid scheduling personal appointments during regularly scheduled meetings, whenever possible.
7. Remote Work is not designed to be a replacement for appropriate childcare or dependent care and employees must arrange for appropriate care during working hours. The employee must be able to perform the functions of the job as if he or she were working in the Bureau office.
8. The work week for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.

9. While working remotely, employees are encouraged to “clock out” and leave their workspace no later than 6 p.m. to help maintain a separation between work and home.
10. If directed by the supervisor, employee will forward the ICVB office phone to the employee’s cell phone or a dedicated land line at the employee’s location that will be answered only by the employee during working hours.
11. The employee shall not meet with a client(s) or host any type of business meeting at the employee’s home.
12. Working remotely must not interfere with ICVB Events where the employee’s presence is mandatory.
13. Employees are still expected to use the appropriate leave time for personal appointments.
14. An employee who is not exempt from overtime requirements of the Fair Labor Standards Act is required to record all hours worked and follow all provisions of the City’s Overtime Policy.

An employee must seek approval in advance from his or her AED for short-term remote work. A Leave/Remote Work Request Form must be completed by the employee and approved by the Assistant Executive Director of the department. Any request for more than two days in a pay period or for regularly recurring remote days should then be forwarded to the Executive Director for specific authorization.

Employees needing to access City systems may check out a VPN-capable laptop from the Loaner Inventory kept in the IT department, based on availability.

Employees working remotely must note their time in the City’s payroll system accordingly, as REMOTE WORK SITE.