



SHORT-TERM REMOTE WORK POLICY

OVERVIEW

The bureau offers short-term remote work as a means to maintain productivity on a short-term/temporary basis.

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.

Employees who work from a remote location must adhere to the following requirements:

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 will be accessible by phone and email during the established work day.
5. 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.
6. The employee cannot meet with a client(s) or host any type of business meeting at the employee's home.
7. Remote working must not interfere with ICVB Events where the employee's presence is mandatory at the event.
8. 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.
9. Short-term remote work is not designed to be a replacement for appropriate child care or dependent care. The employee must be able to perform the functions of the job with limited interruption, as if he or she were working in the Bureau office.

PROCEDURE

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.

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