

# Human Resources Policy Bulletin

City of Lincoln

Number: 2020-1

Date: March 13, 2020

Reference:	Title:
	HR Bulletin on Temporary Telework Policy and Procedures for City of Lincoln

## HR Bulletin on Temporary Telework Policy and Procedure for City of Lincoln

### I. POLICY

Telework refers to an arrangement where an employee works from home or from another location away from the usual workplace. Depending on the details of the arrangement, telework constitutes either a portion of the employee's work time or all of it. The telework arrangement may be initiated by an employee's request or by the director for continuity of operations.

Directors must determine the feasibility of a proposed telework arrangement before approving it. The arrangement is intended to benefit the director, the employee, and the department. Teleworking may not be suitable for all employees as some positions are responsible for providing in person service and on-site presence. There is no assurance on the opportunity to telework or to the continuation of telework.

### II. PROCEDURE

#### Telework evaluation process

Directors should work with the employee to evaluate and determine whether telework is suitable. The evaluation will be conducted at the employee's request to telework or upon the director's request for the employee to telework. Considerations for telework include business needs of the department, communication, and impact of remote work on other team members. Considerations may also include the employee's readiness for telework.

#### Both the Director and Employee Should Determine Readiness for Telework

Before approving a telework request, consider any changes needed to ensure your team continues to meet its objectives.

\* Note that requirements for in-person attendance can override telework agreements. Directors should discuss such instances with the employee (e.g. hands-on training).

# Human Resources Policy Bulletin

City of Lincoln

Number: 2020-1

Date: March 13, 2020

Reference:	Title:
	HR Bulletin on Temporary Telework Policy and Procedures for City of Lincoln

## Respond to Telework Request

Once it is determined that the request can be approved, it is time to document the telework agreement.

If a question exists about the potential effectiveness of the arrangement, a director may consider allowing the employee to telework on a pilot basis. A director should establish a review period after which a decision can be made about ongoing telework.

There may be circumstances in which a request for telework cannot be approved. In order to demonstrate consistency and equity within the unit, it is important the denial is explained to the employee and based upon policy, impact on unit operations, and/or the employee's work record.

## Document the telework arrangement

The goal of a telework agreement is to ensure that both the employee and director have a shared understanding of the telework arrangement. The content of the agreement should follow the general provisions of the Telework Information and Agreement. At a minimum, the agreement should define:

- A work schedule that specifies telework days, location, and hours
- Required methods of communication specific to telework (e.g. Skype, phone, Broad Band)
- The duration of the telework arrangement
- Responsibility for telework equipment
- Circumstances requiring on-site attendance
- Relevant policy attestations

Note: Consider reviewing the effectiveness of telework arrangements during the performance evaluation process.

## Telework-related policies and practices

Both directors and employees must understand and comply with the following policies:

# Human Resources Policy Bulletin

City of Lincoln

Number: 2020-1

Date: March 13, 2020

Reference:	Title:
	HR Bulletin on Temporary Telework Policy and Procedures for City of Lincoln

## City property and data security

Reasonable steps must be taken to ensure that City property is used in compliance with city and county policies and procedures. This includes complying with all software licensing agreements. The security and confidentiality of data and records must also be maintained. Sensitive data shall not be placed on a personal computer or device but instead should be accessed via secure remote access technology.

## Equipment insurance

City equipment and resources located at an alternate worksite are not automatically insured. Review information about equipment insurance. If departments do not ensure the equipment that will support the telework arrangement, the telework agreement should specify whether the department or the employee bears the risk of loss. The telework agreement should require that the employee immediately report any damage to City equipment.

## Public records disclosure

Employees should keep in mind that if a private computer is utilized using secure remote access technology/VPN access or if the employee is utilizing city resources such as a city provided computer or laptop, the employee is utilizing the city network and all city work is subject to the public records act.

## Overtime eligible employees

For overtime eligible employees, certain activities, such as travel to and from required meetings that occur during scheduled work time, are included as hours worked.

## Workers' compensation

Teleworking employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the telework site is in the home, a specific work space shall be designated as an alternate work location during the employee's working hours.

# Human Resources Policy Bulletin

City of Lincoln

Number: 2020-1

Date: March 13, 2020

Reference:	Title:
	HR Bulletin on Temporary Telework Policy and Procedures for City of Lincoln

Worker's compensation liability is limited to the designated workspace as opposed to all areas of the alternate work location. Workers' compensation does not cover injuries that are not job related.



Doug McDaniel  
Human Resources Director

3-13-2020

Date



Leirion Gaylor Baird  
Mayor

March 13, 2020

Date



### Work Schedule and Location

DAY OF WEEK	WORK HOURS	WORK LOCATION
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

### Telework Arrangement Modification

Unless a collective bargaining agreement states otherwise, either the employee or their department may end an employee requested telework arrangement by providing no fewer than 3 days’ written notice. All employee-proposed changes are subject to departmental approval.

Telework agreements should be reviewed periodically. Ad-hoc modifications to this agreement should be discussed between the employee and director. Long-term or substantive modifications should be documented by revising this agreement.

### Telework Review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework plan review date:	
----------------------------	--

### Equipment and technology access

The employee and employer agree to work together to ensure that the alternate worksite has adequate connectivity if deemed necessary, is safe and ergonomically suitable. A specific workspace shall be designated as an alternate work location during the employee’s working hours. Worker’s compensation liability is limited to the designated workspace as opposed to all areas of the alternate work location. Specify any equipment or technology access the employee will need to telework and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options.

EQUIPMENT	PROVIDED BY	RESPONSIBLE FOR LOSS OR DAMAGE

Additional details

Policies and Procedure Acknowledgement

POLICIES AND PROCEDURE ACKNOWLEDGEMENT	EMPLOYEE INITIALS
I have read and understand Human Resources' Telework Parameters and Process	
I have read and understand any departmental telework policies	
I have read and understand any city policies and procedures. I agree to read, understand and adhere to any new or amended policies of the above implemented during the temporary telework time period.	

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director signature: \_\_\_\_\_ Date: \_\_\_\_\_