

# 1. Employee Remote Work & Flex Time

Flextime and Remote Work are options that can be extended to employees at the discretion of their supervisor with the goal of enhancing work-life balance and ensuring flexibility in meeting needs of the organization. Supervisors have the discretion to limit, modify, or not allow these work alternatives for any reason, including but not limited to needs of the department, work requirements for specific positions, or employee performance.

## 1.1 Remote Work Policy

Employees may request to work remotely up to 8 hours per pay period as coordinated between them and their supervisor.

### 1.1.1 Definition

Remote work is an arrangement made between an employee and their supervisor to conduct work for the organization at an off-site location. Remote working is not an employee benefit. The City may modify this directive under certain circumstances to permit temporary remote working as a reasonable accommodation under the ADA.

### 1.1.2 Eligibility

Not all positions are suitable for remote work arrangements. Supervisors, in coordination with Department Directors and Human Resources, will determine if a position is suitable for remote work.

### 1.1.3 Remote Work Framework

- a) Eligible employees, in coordination with their supervisor, may request to remote work up to 8 hours per pay period.
- b) Remote work hours do not roll over from pay period to pay period.
- c) Employees must receive approval from their supervisor for their remote work location to ensure that the employee is able to work with minimal distractions and have access to necessary equipment, like power and a stable internet connection.
- d) Employees are responsible for ensuring their remote work schedule does not interfere with meetings with others within the organization or with external parties.
- e) Supervisors, at their discretion, may allow their employees to remote work more than 8 hours per week on occasion.

### 1.1.4 Request Process

Employees that wish to work remotely are to meet and discuss arrangements with their supervisor. If the remote work proposal will become a standard part of the employee's weekly work schedule, it must be approved by the Department Director.

Supervisors are to ensure that when approving arrangements remote work will not:

- a) Interfere with the regular business operations of the City;
- b) Negatively impact the City's existing service levels; and
- c) Interfere with the duties of the position.

### 1.1.5 Requirements

Employees seeking to work remotely shall:

- a) Review this remote work policy and acknowledge it within Ascentis
- b) Complete a technology training with IT

### **1.1.6 Conditions**

#### **1.1.6A Level of Service**

- a) The remote working arrangement will not alter the duties, obligations, responsibilities or conditions of employment, including employee status, benefits, and compensation.
- b) Remote work will not disrupt services or business operations of the City. Remote working will not cause additional work for any City employees.
- c) The employee will be accessible via phone, email and other communication channels during scheduled remote working hours.
- d) The employee will be present at the City's offices or other location as necessary to attend meetings, training sessions, or similar events. Depending on the position, employees may be expected to attend Council Meetings, CBC Meetings, or other meetings outside of regular business hours.

#### **1.1.6B Workspace**

- a) The employee must maintain the alternate work location in a safe condition, free from hazards and other dangers to the employee and City equipment.
- b) The employee shall not conduct any in-person client or coworker interactions at the employee's alternate work location.
- c) Mileage and travel time between the alternate work location and City offices is considered normal commuting and is not compensable.
- d) The employee is responsible for utilities, internet/data plan costs, maintenance, and any other cost associated with the use of the alternate work location and the performance of City work at that location.

#### **1.1.6C Equipment and Supplies**

- a) The City will provide and maintain certain equipment and materials necessary to effectively perform the assigned duties remotely.
- b) Under normal conditions employees will complete remote work using a City issued laptop computer. Under exceptional circumstances and with prior approval of their supervisor and IT, employees may use their personal computer for remote work with specific limitations. When using a personal computer for remote work, employees will only use cloud-based applications. Under no circumstances will any City information be stored or processed on a personal computer.
- c) The employee is responsible for protecting City-owned equipment from damage, theft, and unauthorized use.
- d) City equipment may only be used by authorized employees for City business.
- e) All computer-related equipment used for remote working must be coordinated through and authorized by IT. The IT Department will keep an inventory of all equipment provided to employees for remote working.
- f) The City will not pay for phone charges, high speed internet connection costs, or other costs incurred by employees in the use of alternate work locations. The employee is

responsible for providing and maintaining a high-speed internet connection at their alternate work location.

- g) The employee may obtain necessary supplies through the routine supply process in their department. City-purchased supplies remain the property of the City and may only be used for City business.
- h) If the remote working arrangement is revoked, for any reason, the employee will immediately return all issued equipment and supplies to the City.

#### **1.1.6D Workers' Compensation**

- a) Employees who remote work are required to report work-related injuries immediately to their supervisor, Risk Management, or Human Resources.
- b) Employees who remote work may be covered by workers' compensation insurance for injuries arising out of the course and scope of employment. The compensability of workers' compensation claims is dependent upon the facts of each case.

#### **1.1.6E Liability**

- a) Employees who remote work understand that they remain liable for injuries to third persons and damage to personal property and real property at the alternate work location.
- b) Employees who remote work agree to indemnify and hold harmless the City from any and all claims, demands, or liability resulting from any injury to persons caused, directly or indirectly, by the performance of duties and obligations pursuant to this policy and the Remote Work Agreement.

### **1.2 Flex Time Policy**

Employees may request to flex up to 5 hours per week as coordinated between them and their supervisor.

#### **1.2.1 Definition**

Under this flex time policy, flex time is an option employees can request to substitute 5 hours outside of their normal working schedule per week in order to take up to 5 hours off during their normal working schedule.

For example, one week an employee that normally works 8am-5pm (with a one-hour lunch) may request to work from 8am-6pm (with a one-hour lunch) Monday-Thursday in order to work a half-day on Friday (8am-12pm). They would be flexing 4 hours in this instance.

#### **1.2.2 Eligibility**

Not all positions are suitable for flex time arrangements. Supervisors, in coordination with department directors and Human Resources, will determine if a position is suitable for remote work. Likewise, this flex time policy may be too limiting for positions where the organization benefits from additional flexibility for employees, such as at the Lone Tree Arts Center. In these instances, special flex time arrangements may be made in coordination with an employee's supervisor and Human Resources.

#### **1.2.3 Flex Time Framework**

- a) Eligible employees, in coordination with their supervisor, may request to flex up to 5 hours per week.

- b) Employees are responsible for coordinating with their supervisor to ensure that any time flexed is done in coordination with others in their department. Flextime must not degrade the City's exceptional customer service standards or cause an outsized burden on other employees in the organization.
- c) Built up flex time hours do not roll over from week to week and cannot be combined.
- d) Employees are never obligated to flex all 5 hours, they may request to flex less than that.
- e) Supervisors, at their discretion, may allow their employees to flex more than 5 hours of their time on occasion.
- f) Flex time hours may be modified from week-to-week, or remain consistent, in coordination with an employee's supervisor.

#### **1.2.4 Request Process**

Employees that wish to flex their time are to meet and discuss arrangements with their supervisor.