

**ENGINEERING COMPANION POLICY TO [ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 2-34](#)  
SUBJECT: TELEWORKING POLICY**

Engineering specific teleworking requirements are provided below. Section numbering and titles correspond to those in APM 2-34. These requirements are in addition to those included in APM 2-34.

**Request Process**

**I. Eligibility**

A list of positions in the Engineering Division that are suitable for teleworking are included as Appendix A.

**II. Agreement Options**

The Engineering Division recognizes the benefits to both the City and the employee of teleworking. There are, however, also benefits to working in the office including, but not limited to:

- Fostering camaraderie and a sense of team.
- Informal communication and collaboration.
- Sharing of knowledge and experience, which accelerates learning curve for newer staff.
- Better network connectivity and speed on computers.
- Separating work from home is healthy.

In order to balance the benefits of teleworking and working in the office the Engineering Division is implementing a teleworking program that allows eligible employees to telework up to 60% of their regularly scheduled hours.

Participating employees will be required to develop teleworking agreements in cooperation with their supervisor to assure there is adequate daily coverage in the office and for field inspections that may arise unexpectedly.

Employees will be required to attend specific meetings in person. Such meetings include standing or individual meetings designated as in-person by the supervisor, site visits, meetings that are not scheduled to occur via Teams , Zoom, or other virtual meeting platform. Standing meetings will be prescheduled so employee can plan accordingly.

Similar to while in the office, all Engineering employees are expected to keep an accurate account of their actual start and end work times in Kronos while teleworking. As allowed in the city-wide Telework Policy (APM 2-34), employees who are teleworking have greater flexibility to perform personal activities during the work day. If time is being spent on non-work related activities as part of an allowed flexible schedule or flex-time, employees are expected to accurately record their actual start and end times for work activities in Kronos.

Additionally, employees are encouraged not to come into the office when they are sick. Employees who are mildly ill and able to work may telework in order to avoid exposing and spreading their illness to their colleagues.

The Engineering Division plays a critical role in responding to emergencies resulting from events such as severe weather events and infrastructure failures. In the event of such emergencies Engineering employees who are teleworking must be able to report to work within two hours or as agreed upon by their supervisor.

Supervisors have discretion to approve temporary teleworking options outside these guidelines as needed to address individual employee's circumstances. Additionally, supervisors may require employees to be in the office more frequently than the agreed-upon base schedule to assist with staff changes such as onboarding and training of new hires, position vacancies, existing staff learning new roles, etc.

New hires to the Engineering Division in positions eligible to telework will be expected to work full-time in the office for a period of time at the start of their employment with the Division. This initial in-office period will help new employees become more comfortable with the workplace, their new team members, and their supervisor. This will also help promote more direct communication and have more people available to answer the wide array of questions that new employees may have. The time period for new Engineering employees to be in office full-time will be as follows:

- Hires from outside the City will be in the office full-time for 6 months, at which point they will become eligible for telework as allowed under this policy, with approval from supervisor as discussed during the 6 month onboarding report
- Existing City employees who have previously passed probationary period but are new to Engineering (under a trial period) may telework up to 25% of weekly hours per week (for most will typically 1 day per week or 20%) at start of employment with Engineering, and then may expand up to 60% of time allowed under this policy after 3 months, with approval from supervisor as discussed during the 3 month onboarding report
- Existing City employees who have NOT passed City probationary period and are new to Engineering will work in the office full time until either the end of their probationary period or 3 month onboarding, whichever is sooner, and are then eligible for telework consistent with this policy, with approval from supervisor as discussed during the 3 month onboarding report

### **III. Work Hours**

The supervisor and employee work together to develop a schedule that works to meet our business needs and the employee's personal life.

- Schedule Parameters
  - Monday through Friday, 6 AM and 6 PM are established as core days and hours of work. These core hours are intended to assure employees are available to respond to and collaborate with customers and colleagues.
  - Each employee's regular hours (38.75/40) are to be worked within the established core hours.
  - Employees may flex their schedule to accommodate attendance at after-hours meetings.
  - Core hour requirements do not apply to overtime.
  - Flexible schedules may be approved through APM 2-35

Employees are expected to work the agreed upon schedule. Supervisory approval is required for any deviations from the agreed upon schedule. During work hours, staff are expected to be available through the various means of contact including by telephone, email, and Microsoft Teams.

Employees who telework partial days should be aware that their commute is not considered work time. Commute for this purpose is defined as the first trip of the day from home to the office or job site and the last trip of the day from the office or job site to home. Similarly, employees called in to report for an emergency while teleworking shall not be paid for time spent commuting.

**Employees in Compensation Group 15 Only:** Employees are only allowed to telework full days. In the event an employee determines they need to come to the office during a telework day they should be aware that their commute is not considered work time. Commute for this purpose is defined as the first trip of the day from home to the office or job site and the last trip of the day from the office or job site to home. Employees are required to be punched out while commuting. Employees are required to use accrued paid leave to cover commute time that occurs during their scheduled shift. At the employee's discretion the 20 minute paid lunch period may be counted towards their commute time. Employees are not allowed to work outside their scheduled shift to make up time spent commuting.

**IV. Worksite** – No Engineering specific guidance for this section.

**V. Equipment and Supplies**

**A. City Equipment**

Employees who are authorized to telework are allowed to take home a City laptop along with additional docking station/block and surge protector. Employees will be required to provide any other equipment, including monitors, necessary for them to perform their work while teleworking. Employee's who are provided a desktop computer (tower) and wish to telework, will need to utilize a personal computer and use the City's Remote Desktop Service (RDS) to log into their machine in the office. City-owned desktop computers may not be removed from a City facility, consistent with the City's overall telework and hardware policy. The Engineering Division's ability to provide such equipment is subject to available budget. Employees are required to receive their supervisor's approval prior to taking any City equipment home so these items can be included in our telework equipment inventory. Employees are responsible for movement of these items between the telework environment and the office environment if they choose to use this option. Set up, take down, and transport shall be done on personal time and shall under no circumstances, be considered part of work hours.

**B. Personal Equipment** – No Engineering specific guidance for this section.

**VI. Security and Confidential Information** - No Engineering specific guidance for this section.

**VII. Liability** - No Engineering specific guidance for this section.

**VIII. Customer Support** - No Engineering specific guidance for this section.

**IX. Approval Process** - No Engineering specific guidance for this section.

END OF DOCUMENT