



TOWN OF TRUCKEE TELEWORKING POLICY

PILOT PROGRAM - EFFECTIVE APRIL 8, 2022 – JUNE 30, 2022

The Town of Truckee (“Town”) is instituting a pilot program (the “Pilot Program”) to evaluate the effectiveness of allowing eligible employees, as defined in the “Eligibility Criteria”, to telework on Fridays. Town Hall will be closed to the public on Fridays to help facilitate this program. The Town will evaluate this policy in June of 2022 to determine if it achieves the Town Council’s goals and provides a benefit to employees and the public. If, upon its review of the Town determines that the Pilot Program is successful in achieving the Town Council’s goals and provides a benefit to employees and the public, then the policy will be implemented as a long-term option for employees.

I. Purpose

The purpose of the policy is to allow certain Town employees, subject to their execution of a Teleworking Agreement, to telework for some of their regularly scheduled work hours and to ensure that, for the duration of such telework, employees perform their job duties, and in so doing provide quality work in a timely manner, and to the benefit of the public. Further, allowing employees to telework reduces commute miles, which supports the Truckee Town Council’s priority of reducing greenhouse gas emissions and becoming a leader in environmental sustainability. Flexible work arrangements can also aid in employee retention and attracting high quality candidates.

II. Definitions

“Telework(ing)” means a work arrangement under which an employee works from their home, place of residence or from another location other than the employees’ normal workplace at a Town worksite or facility for all or a portion of their regularly scheduled work hours.

“Work Schedule” means the days and hours determined by supervisors or managers and listed in the employee’s Teleworking Agreement, during which employees should be working and available. The Work Schedule shall provide for and include the rest and meal breaks required under applicable federal and state law as well as under contract.

III. Scope of Policy

This policy covers teleworking voluntarily requested by a Town employee and provided by the Town, subject to certain conditions and requirements.

IV. Voluntary Teleworking Arrangements

The Town may allow teleworking for certain eligible employees who request to telework.

1. Eligibility Criteria

The Town Manager or Department Head possesses the discretionary authority to determine the job classifications, positions, and employees who are eligible to telework under this policy.

The Town Manager or Department Head may make such determinations using criteria including, but not limited to, the following:

- A. The operational needs of the Town and the employee's department and division;
- B. The disruption of, or potential for disruption to, the Town's functions;
- C. The ability of the employee to perform their job duties (both essential and marginal) while teleworking without diminishing the quantity or quality of the work performed;
- D. The degree to which the employee's job functions require face-to-face interaction with other agency employees, contractors and members of the public;
- E. The portability of the employee's work, including the employee's ability to remotely access tools, equipment, and materials necessary to perform their job functions;
- F. The Town's capacity to monitor and measure the employee's work performance while teleworking;
- G. The employee's supervisory responsibilities;
- H. The employee's need for supervision;
- I. The employee's job performance, as determined by their last performance evaluation; and
- J. Other considerations deemed necessary and appropriate by the agency, including tax and other legal implications of teleworking.

2. Process for an Employee to Request to Telework

To make a request for a teleworking arrangement, employees must complete a Telework Request Form and provide the completed request form to their supervisor or manager. The employee's supervisor or manager will provide the request form to the Department Head who will make a determination regarding the employee's request to telework. Department Heads will submit their request form for a teleworking arrangement directly to the Town Manager.

The Department Head or Town Manager will consider teleworking requests on a case-by-case basis consistent with the criteria above and other factors relevant to the employee's request to telework.

3. Final Determination; No Right to Appeal

The decision of the Department Head or Town Manager regarding an employee's teleworking request is final and binding. Neither the employee nor the employee's employee organization possesses any right to appeal or file a grievance concerning the decision.

4. Approval of Requests; Voluntary Telework Agreement

An eligible and qualified employee who has requested and been granted the opportunity to telework, must execute a Teleworking Agreement (“Agreement”) prior and as a precondition to the employee teleworking.

The Agreement shall provide the mutual understanding of the employee, the employee’s supervisor or manager, and the Department Head concerning the teleworking arrangement.

5. Duties, Obligations and Responsibilities for Teleworking Employees

Teleworking employees must adhere to the provisions set forth in these policies, including, but not limited to the following:

A. General Duties, Obligations, and Responsibilities

- (1) All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Teleworking employees shall abide by all Town and departmental policies and procedures, rules and regulations.
- (2) All of the teleworking employees’ existing supervisory relationships, lines of authority and supervisory practices remain in effect.
- (3) Teleworking employees must meet the same standards of performance and professionalism expected of Town employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other Town employees and members of the public.
- (4) Teleworking employees are required to be accessible in the same manner as if they are working at a Town worksite or facility during the established teleworking Work Schedule. Teleworking employees must be accessible via telephone, email, and/or network access to their supervisor and other Town employees while teleworking, as if working at their Town worksite. Teleworking employees shall check their Town-related business phone messages and emails on a consistent basis, as if working at their Town worksite.

B. Work Schedule, Overtime, Leave, Benefits

The Town wants to ensure that all employees are accurately compensated while teleworking.

- (1) All employees shall agree to a work schedule that will be included in the Agreement (“Work Schedule”). Employees are expected to take a lunch break per Town policy. This schedule is meant to ensure that the employee is available and accessible during their normally scheduled work hours.
- (2) Employees are expected to communicate with their supervisor and receive prior approval if they need to deviate from their Work Schedule.
- (3) Employees shall accurately report all hours worked, or not worked, on their timesheet in accordance with Town policies and procedures. Employees shall continue to abide by Town policies and procedures for requests of sick, vacation and other leaves of absences. If an employee becomes ill while working under the Agreement, they shall notify their supervisor or manager

immediately and record on their timesheet any hours not worked due to illness.

- (4) Hourly employees may not work overtime without prior consent from their manager or supervisor as outlined in the Town's Personnel Rules.
- (5) Teleworking employees' salary and benefits remain unchanged during the Teleworking arrangement.
- (6) Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Teleworking employees must report any such work-related injuries to their supervisor or manager immediately. The Town shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons.

C. Space and Equipment, Information Security, Confidentiality

- (1) Teleworking employees will be provided with a Town-issued laptop, mouse, and keyboard.
- (2) Teleworking employees agree to follow the Town's policy for the use of such equipment. Teleworking employees must report to their supervisor any loss, damage, or unauthorized access to Town owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.
- (3) The ability to telework is a voluntary benefit provided to employees. Where, in response to a request to telework, the Town allows an employee to telework, the Town shall not be responsible for teleworking costs, including, but not limited to, the employee's use of their home or place of residence, utilities, internet, data, network costs, home maintenance, workspace furniture, ergonomic equipment, or any other incidental costs.
- (4) Employees may only use Town-issued devices to connect remotely to the Town's network and must close or secure all connections to Town desktop or system resources (e.g, VPN connections, etc.) when not conducting work for the Town. Employees must follow all network security measures as required by the Town.
- (5) Teleworking employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the Town's records retention policies, especially as it pertains to the California Public Records Act ("CPRA"). Teleworking employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to Town work they access or transport from their Town worksite while teleworking. Teleworking employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access or transport from their Town worksite while teleworking. Teleworking employees must return all records, documents, and correspondence to the Town at the termination of the Agreement or upon request by their supervisor or manager, Department Head or Human Resources.

- (6) Teleworking employees may voluntarily request a virtual ergonomic assessment of their teleworking workstation through California Intergovernmental Risk Authority (CIRA), the Town's self-insurance pool. Employees can request an assessment at: [https://www.cira-
ipa.org/services/ergo/](https://www.cira-ipa.org/services/ergo/). The employee may implement any suggested changes to their teleworking workstation at their own expense.

D. Miscellaneous

- (1) Teleworking employees must notify their supervisor or manager promptly when unable to perform work assignments because of equipment failure or any other unforeseen circumstances.
- (2) Teleworking employees must have access to a worksite that is quiet and free of distractions and which has reliable and secure power, internet and/or wireless access.
- (3) Teleworking employees must ensure dependent care will not interfere with work responsibilities. Employees may not be the primary care giver during working hours.
- (4) Teleworking employees shall ensure that all official Town documents are retained and maintained according to the normal operating procedures in the same manner as if working at a Town worksite.