



POLICY AND PROCEDURE MEMO

NO. 2.023
DATE: 2021-04-29
Approved

SUBJECT: WORKING REMOTELY


CITY MANAGER

I. STATEMENT:

This policy establishes the guidelines that the City of Rochester will use to select and manage those employees approved to work remotely on a limited basis. Working remotely is an authorized work arrangement in which some or all work is performed at a location other than the employee's primary workplace.

II. SCOPE

Our work is focused on serving the residents of the City of Rochester and requires the full public confidence and trust of members of the community. Various interests including the important gains from physical presence and face-to-face interaction with residents, community members and coworkers, protection and preservation of confidentiality, and furthering cohesive and collaborative efforts to work as a team member of the City. These considerations necessitate that there will be no provisions made to work remotely simply for convenience or personal preference. In addition, any remote work only be approved where the employee is able to legitimately perform the essential functions of the job with or without reasonable accommodations. The City recognizes that unique and narrow extenuating circumstances may arise where employees may be granted permission to temporarily work remotely. It is also recognized that the ability to work remotely involves only certain positions where the type of work functions allow working remotely. This policy is meant as a guide for those who are temporarily allowed by the Department Head and the City Manager to work remotely—on an irregular basis due to extenuating circumstances.

III. GUIDELINES

This policy covers approved working remotely, such as working from home or other off-worksite location.

IV. CRITERIA FOR SELECTION

The City always strives to provide equal opportunities to all employees when it comes to working situations. In some circumstances, working remotely is a necessary and expected part of the position such as when a manager attends a conference and must work remotely from the conference, or when an employee is working remotely because City offices are closed. However, working remotely is not conducive to every employee or position.

Keeping this in mind, the City Manager and Department Head will review all reasonable employee requests to work remotely using the following criteria:



POLICY AND PROCEDURE MEMO

NO. 2.023
DATE: 2021-04-29
Approved

SUBJECT: WORKING REMOTELY


CITY MANAGER

- Is the employee a good candidate for telecommuting? Do they possess the following characteristics?
 - Dependable?
 - Flexible?
 - Self-motivated?
 - Proven performance?
 - Comprehensive knowledge of position?
 - Do any performance or disciplinary histories suggest this responsibility is not a good fit for this employee?
- Can the duties of the position be successfully fulfilled through working remotely? Does the position have:
 - Measurable work activities?
 - Little need for face-to-face interaction with co-workers or the public?
 - Clearly established goals and objectives?
 - Duties can be performed alone and away from a worksite?
 - Equipment and infrastructure are available at the remote work location to allow for the effective and efficient delivery of public services?
- Are there extenuating circumstances for the request to work remotely? Examples would be:
 - Poor weather uncondusive to a long unsafe commute?
 - Personal illness or disability?
 - Illness of spouse or child?
 - Whether or not the employee has been vaccinated?
 - Other personal needs that prevent in-person office attendance?
- Are there barriers and distractions faced by the employee that may inhibit the performance of duties and efforts undertaken by the employee? Is the employee able to remove or limit those barriers or distractions to ensure work is performed on time and at acceptable standards of quality?
- Will there be disruption to City operations and interests, disruption to coworkers, and will there be maintenance of the balance of assigned or expected workloads?

The City reserves the right to deny, limit, or revoke working remotely privileges at the City's discretion or as otherwise permitted by law. Any reasonable accommodations provided under the Americans with Disabilities Act may be reviewed and revised as circumstances warrant.



POLICY AND PROCEDURE MEMO

NO. 2.023
DATE: 2021-04-29
Approved

SUBJECT: WORKING REMOTELY

Blair Cox
CITY MANAGER

V. RESPONSIBILITIES

Position requirements and responsibilities will not change due to working remotely. Workers face the same expectations in relation to professionalism, timeliness, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given day will not lessen, although the exact scheduling of allotted hours will be left up to the discretion of the employee and the employee's direct supervisor. If an employee's physical presence is required at the City's primary work location, then he or she is expected to report in person. Employees are required to save all emails and governmental records generated while working remotely on City IT provisioned services.

VI. CONTACT WITH PRIMARY LOCATION

Employees approved for working remotely are responsible for maintaining regular contact with their supervisor. The supervisor will act as the employee's primary contact at the City of Rochester. Both the employee and his or her supervisor are expected to work together to keep each other informed of any developments that occur during the workday.

VII. OFF-SITE WORK AREAS

The City has a legal responsibility to provide liability and workers' compensation coverage to its employees. Such legal responsibilities may extend only to authorized, off-site work locations during scheduled work time. The City is responsible only for injuries, illnesses and damages that result directly from official job duties. As to any legal obligations under these insurance coverages, the City will comply with applicable law and grants no additional coverage to employees authorized under this policy. The City accepts no responsibility for employee personal property or for costs incurred by the employee to support any request for permission to work remotely.

As the City of Rochester could foreseeably be held responsible for an injury befalling an employee in their off-site work area, the City reserves the right to inspect off-site locations for safety concerns. Such an inspection will always be planned in advance.

If employees have domestic responsibilities they must attend to during scheduled working hours, they are expected to do so in a reasonable manner that will still allow them to timely and successfully fulfill their job duties.



POLICY AND PROCEDURE MEMO

SUBJECT: WORKING REMOTELY

NO. 2.023
DATE: 2021-04-29
Approved

Blairst Cox
CITY MANAGER

VII. OFF-SITE SECURITY

While positions that regularly deal with confidentiality and highly sensitive information may not be ideal candidates for off-site work, under certain circumstances such employees may be allowed to work remotely. In these situations, it is up to the employee to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. All employees who work off-site are obligated to provide a functional and secure network connections and shall refrain from using unsecured WI-FI and hotspots. Secure internet connections are required. Employees shall provide supervisors with access to web hosted meetings and remotely generated communications when requested.

VIII. EQUIPMENT

Employees approved for remote work will be supplied by the City of Rochester with the equipment required to perform their duties remotely. The City may, in limited circumstances, authorize additional equipment in order to work remotely. It must be kept in mind that:

- All equipment purchased by the City remains the property of the City. All equipment is to be returned in a timely fashion should the employee cease working remotely for any reason.
- Hardware is only to be modified or serviced by parties approved by the City.
- Software provided by the City is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by the City for off-site use is intended for legitimate business use only. Use by any persons other than the City employee and for purposes other than City business is strictly forbidden.

All hardware and software should be secured against unauthorized access. A secure router or hotspot may be required if one is not already in place at the off-site work location.

IX. VIOLATIONS

Employees who violate this policy or any provision of their own unique remote work arrangements may be subject to the following:

1. Revocation of remote work status.



POLICY AND PROCEDURE MEMO

NO. 2.023
DATE: 2021-04-29
Approved

SUBJECT: WORKING REMOTELY


CITY MANAGER

2. Discipline, up to and including discharge.
3. Modification of remote working conditions or requirements.
4. Such other action as the City deems appropriate based upon the nature of the violation.

- END OF PROCEDURE -