



# CITY OF ISSAQUAH

## ADMINISTRATIVE MANUAL

Code#	901-05
Index:	PERSONNEL SERVICES

Title: TELECOMMUTING				
Effective Date:	Supersedes:	Mayor's Approval	Page	Of
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### 901-05-01 PURPOSE:

To establish a Telecommuting Program and to provide direction for employees participating in the Telecommuting Program.

### 901-05-02 GROUPS AFFECTED:

All employees

### 901-05-03 REFERENCES:

*Telecommuting: An Alternate Route to Work; Washington State Energy Office*  
*The Advantages of Telecommuting; City of Redmond*  
*Telecommuting Project; City of Redmond*  
*Personnel News; Washington Local Government Personnel Institute*

### 901-05-04 POLICY:

The City of Issaquah is looking for ways to be more environmentally responsible, to make our employees more productive, to keep its more productive employees, and to attract high quality employees. The goal of the City of Issaquah is to set an example of how one employer can take positive steps toward reducing traffic congestion and air pollution.

#### A. Benefits of Telecommuting

##### Benefits for employers:

- Increased productivity, by an average of 10 to 20 percent
- Reduced sick leave
- Greater ability to attract and keep valued employees
- Better worker morale and satisfaction
- Reduced overhead (office and parking space)
- Ability to better serve specialized labor pools (e.g., disabled)

##### Benefits for employees:

- Improved work environment
- Increased productivity
- Greater responsibility and autonomy
- Greater lifestyle flexibility
- Less commuting and time crunch stress
- Lower transportation and clothing costs

Benefits for the community:

- Reduced traffic congestion
- Reduced fuel consumption
- Reduced air pollution
- Reduced noise pollution

B. Program Description

Telecommuters regularly work at home one to two days a week. Writing, reading, telephoning, data analysis, computer programming, word processing and data entry are all tasks amenable to telecommuting. A telecommuter's performance is measured by results, not work location.

C. Eligibility

All City employees are eligible to apply to be a telecommuter (recognizing that some job functions are not amenable to telecommuting). Their work must:

- Be of a nature that face-to-face interaction is minimal or may be scheduled to permit telecommuting;
- Need for specialized material or equipment must either be minimal or flexible -- at least capable of being scheduled to permit telecommuting.

D. Personal Characteristics of the Employee Will Include

- Diversity of telecommuters is a high priority.
- Demonstrated conscientiousness about work time and productivity.
- Self-motivated.
- Ability to work well alone. (It is a privilege to be entrusted with the responsibility of being your own boss when you work at home. Don't abuse this privilege.)
- Limited need for feedback but able to ask for it if necessary.
- Regular employees who are past their probation period.
- Satisfactory or better performance reviews.

E. Other Requirements

- Employee interest as evidenced in completing an application to be telecommuters.
- Employee's willingness to sign and abide by a telecommuter agreement.
- Supervisor's approval.
- Supervisor's willingness to invest the necessary time to help the telecommuting arrangement succeed.
- Willingness of both the employee and their supervisor to participate fully in all training that may be necessary and evaluation efforts associated with the program.
- Willingness of the employee to make or maintain child care arrangements to permit concentration on work assignments at home.

9 0 1 - 0 5 - 0 5 DEFINITIONS:

Telecommuter: A person who regularly works at home one to two days a week (or more) on any of the following projects (it is possible to work on other projects not listed here): writing, reading, telephoning, data analysis, computer programming, word processing, and data entry.

9 0 1 - 0 5 - 0 6 PROCEDURES:

- A. Employees desiring to participate in the Telecommuting Program must read and understand this Telecommuting Policy.
- B. Employees desiring to participate in the Telecommuting Program must complete, sign, and date the Telecommuter Application (Exhibit A). The employee's supervisor, City Administrator, and the Mayor must also sign and date the Telecommuter Application.
- C. Employees desiring to participate in the Telecommuting Program must also read, sign and date the Telecommuter Agreement (Exhibit B). The supervisor must also sign and date the Telecommuter Agreement.
- D. The work day for telecommuters must be the same as if they were at their regular City workspace on their telecommuting day. If they would normally have worked eight hours at City Hall, they must put in at least the same number of hours at home.

The telecommuter must be phone accessible to their co-workers for a minimum of four core hours on their telecommute day. Telecommuters and their supervisors set the core hours; the telecommuter then sets his or her own starting and ending times.

E. Equipment

Depending on the job, equipment needs for telecommuters will vary from as little as phone, paper and pencil to as much as computer, modem, data line, printer and fax machine (computer modems will soon make fax machines obsolete). The employee may use their own equipment. No office furniture will be provided.

F. Equipment Liability

The City will be responsible for the repair and maintenance of any equipment provided by the City. Surge protectors must be used with any City owned computer made available to the telecommuter. The employee will be responsible for:

- Any intentional damage to the equipment,
- Damage resulting from gross negligence by the employee or any member of the employee's family,
- Damage resulting from a power surge if no surge protector is used.

Damage or theft that occurs outside the employee's control will be covered by the City's insurance policy.

G. Workspace

The employee is responsible for establishing and maintaining an adequate work space.

H. Injuries

The employee will be covered by worker's compensation for all job related injuries occurring at home during the telecommuter's defined work period. Since the workplace and home will be one and the same, worker's compensation will NOT apply to non-job related injuries that might occur in the home.

I. Telephone Expenses

Except for local calls, the City will reimburse the employee on a case by case basis for job related telephone expenses incurred by the employee at home. The employee must present an itemized copy of their telephone bill to their department for reimbursement.

J. Other Employee Benefits

Telecommuter's salary, job responsibilities, benefits and employer-sponsored insurance coverage will not change due to telecommuting.

# TELECOMMUTER APPLICATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print) (Please Print)

Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Approximate Commuting Time - One Way: \_\_\_\_\_ (in minutes)

Approximate Commuting Mileage - One Way: \_\_\_\_\_

### PROPOSED TELECOMMUTING SCHEDULE:

<u>In Office:</u>	DAYS	M	T	W	TH	F
	HOURS	_____	_____	_____	_____	_____
<u>At Home:</u>	DAYS	M	T	W	TH	F
	HOURS	_____	_____	_____	_____	_____

Proposed Start Date: \_\_\_\_\_

Describe the types of work you propose to do at home:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed telecommuter agreement **MUST** be submitted with application.

	_____	_____
	Employee Signature	Date
Approved:	_____	_____
	Supervisor	Date
Approved:	_____	_____
	City Administrator	Date
Approved:	_____	_____
	Mayor	Date

## TELECOMMUTER AGREEMENT

1. I have read and agree to abide by the City of Issaquah's Telecommuting Policy. I understand the provisions addressing:
  - work related injuries,
  - the use and liability for City-owned equipment,
  - hours of work,
  - child care,
  - phone accessibility, and
  - establishing a home workspace.
2. I understand telecommuting is a mutually agreed upon work alternative between myself and my supervisor. I understand that I, or my supervisor may end my telecommuting arrangement at any time.
3. I agree to participate in evaluation activities that may be undertaken as part of the telecommuting program.
4. I agree to keep my supervisor informed of my progress on assignments worked on at home. I also agree to keep my supervisor informed of any problems which I may experience while telecommuting.
5. I agree to structure my time to ensure my attendance at required meetings and City events as designated by my supervisor.
6. I understand and accept the special responsibility I have as a telecommuter to facilitate communication with my clients and colleagues inconvenienced by my telecommuting. I further agree to make a special effort to stay current on departmental events which affect my work that occur on my telecommuting days.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date