

<b>TOWN OF BELLEAIR ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL</b>	
<b>POLICY:</b> Teleworking Policy	<b>POLICY NUMBER:</b> 2.9
<b>ORIGINATING DEPARTMENT:</b> Support Services (Ashley Bernal, Tess Ocean)	
<b>EFFECTIVE DATE:</b>	<b>APPROVED BY:</b>
<b>SUPERSEDES POLICY:</b> N/A	<b>LAST REVISED:</b> December 9, 2020

**SCOPE**

This policy establishes standards, best practices, and expectations for the employees of the Town of Belleair when teleworking.

**OBJECTIVES**

1. To provide flexibility of remote working locations for employees, while also continuing to be as equally as productive, accessible, and accountable while teleworking as in person, including working comparable times and duration.
2. Establish procedures that regulate, where and when appropriate, the use of teleworking.
3. Create guidelines for implementing, conducting, and monitoring teleworking for both employees and their supervisors.
4. To leverage the ancillary benefits of teleworking.

**RELATED STRATEGIC PLAN INITIATIVES**

1. Leadership and Management: Goal 2 - Engage, train, and retain a high quality workforce, objective 2.5: Develop a diverse program of incentive and promotion that encourages employee growth and development.

**DEFINITIONS**

1. Teleworking - Working one or more days each work week from home or other appropriate working environment instead of working to a centrally located work area. For the purposes of this policy, teleworking is also known as remote working.
2. Voluntary - Employees choose to request a teleworking arrangement.
3. Centrally Located work area - The Town of Belleair work area where the employee would be required to work if they did not telework.

**GENERAL POLICY GUIDELINES**

1. Department directors or department managers are allowed to implement teleworking arrangements, when and where appropriate, for eligible employees. Frequency, duration, and the percentage of telework scheduled will be determined on a case-by-case basis and will be at management’s discretion, up to 50% of their normal working schedule, under ordinary circumstances. The Town Manager, upon request of a department head, may allow for greater than 50% for a short term duration.

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2. No employee is entitled to, or guaranteed the opportunity to, telework. Offering the opportunity to work at home is a management option, based on the discretion of the employee's department director or Town Manager. All teleworking agreements must meet the criteria in this policy and may be implemented, modified, or terminated at any time by either the department director or Town manager.
3. Employees at any time may be required to report to the centrally located work area.
4. The ability or inability to telework, or remote work, shall not be grievable by the employee.
5. Expenses for teleworking agreements require the approval of the department director and will be incurred by the requesting department.
6. The Town of Belleair will not be reimbursing employees for internet, telephone, utilities, mortgage or rental payments, furniture, or other household expenses.
7. The Town of Belleair will be responsible for providing a town-issued cell phone, mobile workstation, and necessary hardware in order to complete assigned work. All town business must be conducted on town-issued equipment, unless otherwise authorized by the Director of Support Services.
8. The employee may utilize town stock for necessary office supplies or may order necessary supplies in compliance with the Town's purchasing policy.
9. An employee wishing to request a teleworking arrangement shall submit a written request to their department director. A teleworking arrangement must be mutually agreed upon by the employee and the employee's department director with any changes to the written arrangement documented in writing and approved by the department director. If a teleworking agreement is terminated or refused, requests for reconsideration may be submitted to the Town Manager.
10. The duties, obligations, and responsibilities of an employee who teleworks are the same as employees at the centrally located work area including, but not limited to, compliance with applicable Town of Belleair policies and procedures, unless otherwise superseded by this policy.
11. Department directors should consult with the Director of Support Services in advance if an employee requires access to files or services from home.
12. The program must comply with the Fair Labor Standards Act (FLSA).

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13. In accordance with Section 8.08 of the Town of Belleair’s Personnel Policy, concerning non-exempt employees covered by the provisions of the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized in advance by the employee’s department director.
14. The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the teleworking arrangement. Worker’s compensation will not apply to non-job-related injuries that occur in the home. The employee also maintains responsibility for injuries to third parties and/or members of the employee’s family on the employee’s premises. The Town of Belleair will not be responsible for injuries to third parties or members of the employee’s family that occur on the employee’s premises.
15. In the event of a job-related incident, accident, or injury during teleworking hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents, or injuries. In this event, the employee must allow home office inspections conducted by the Town if a job-related incident, accident, or injury has occurred.
16. Employees shall only conduct primary employment responsibilities while teleworking for the Town of Belleair.
17. Employees must consult their respective Records Coordinator, or the Town Clerk, prior to transporting any records.
18. Teleworking should not be a hindrance or excuse for not meeting job expectations, goals, and responsibilities.
19. This policy may be modified, suspended, or terminated at any time at the discretion of the Town Manager or Town Commission.

**EMPLOYEE RESPONSIBILITIES**

Employees who telework, or plan to telework, are responsible for:

1. Ensuring that abuses of this policy do not occur.
2. Initiating a written request if they are interested in entering into a teleworking agreement.

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3. Establishing and maintaining a safe, clean, and ergonomic work space in their home or other appropriate working environment.
4. Maintaining appropriate care and security of any Town equipment used at the employee's home. Employees who telework from home are subject to the same internal Town policies regarding the use of Town provided equipment (hardware and software) and services as that of employees at the centrally located work area. Employees shall return all Town provided equipment within fourteen (14) days after the completion of their teleworking agreement. Employees are responsible for the maintenance and repair of their own facilities.
5. Maintaining the confidentiality of Town information and documents, preventing unauthorized access to any Town system or information, and disposing of work related documents in a manner that is consistent with Town policies and procedures.
6. Abiding by all of the terms of the Town of Belleair's teleworking policy and current guide, including the success and communication of deliverables as assigned and documented. The expectation is that the team member will be equally as productive, accessible, and accountable while teleworking as in person, including working comparable times and duration.
7. The employee shall participate in any Town-sponsored teleworking and/or technology training as requested by the employee's department director.
8. Employees will continue to observe all existing Town policies while working remotely, including but not limited to communications, computer use, and social media policies.

**SUPERVISOR, DIRECTOR, AND MANAGER RESPONSIBILITIES**

Any supervisor, director, or manager of an employee who is teleworking is responsible for:

1. Ensuring that abuses of this policy do not occur.
2. Reviewing employee requests for teleworking, granting, or denying employee requests. When considering an employee's request for teleworking, the department head shall consider impacts to the level of service provided, and ensure that a comparable level of service shall be maintained. If an employee's request is denied, a reason must be provided to the employee. Additionally,

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directors provide written notice granting or denying requests and written notice for termination of agreements to employees.

3. Communicating to the employee performance expectations and assigned deliverables, as well as monitoring accomplishment of those expectations and deliverables, in accordance with the Remote Working Guide.
4. Abiding by all of the terms of the Town of Belleair’s teleworking policy, as well as monitoring policy use to ensure that the policy is being applied consistently.
5. Department directors shall establish procedures for tracking teleworking agreements with their employees.