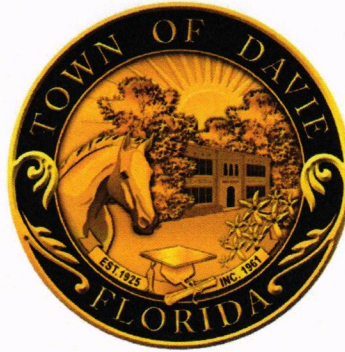


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**TELECOMMUTING POLICY  
SOP #24-019**

**April 15, 2020**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	April 15, 2020	Human Resources	Initial Release

**APPROVALS:**

  
\_\_\_\_\_  
Human Resources Director/Grace Garagozzo

4/16/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Town Administrator/Richard J. Lemack

4-16-2020  
\_\_\_\_\_  
Date

**1-1. PURPOSE.**

The purpose of this policy is to formally establish parameters, procedures, and expectations for employees who are approved to participate in a telecommuting work arrangement.

**1-2. SCOPE.**

The Town of Davie permits telecommuting as an alternative work arrangement whereby eligible employees can perform the regular duties and responsibilities of their position, using computers or other telecommunications, at home, or another place apart from the employee's assigned place of work.

**1-3. ELIGIBILITY.**

Employees participating in the Telecommuting Program must not have a history of unauthorized/unexcused absences, tardiness, current performance issues, or paid time off abuse.

**1-4. POLICY.**

- a. Telecommuting may be a viable work arrangement in cases where the position, employee, and management are best suited for such. Telecommuting allows eligible employees to perform their work duties from an acceptable home office.
- b. Telecommuting is not suitable for all employees. **Authorizing a telecommuting arrangement is a management right, not an employee benefit, and it in no way changes the terms or conditions of employment.**
- c. Telecommuting can be informal and on a short-term basis, utilized during emergency events, or implemented in situations as approved and designated by Town Administration. Provided that the business and operational needs of the organization are met and there are no adverse effects on levels of service, short-term telecommuting may be approved by the Department Director and Human Resources Department.
- d. Conditions:
  - 1) The Department Director and Town Administration must approve participation in the telecommuting program. The telecommuting agreement may be revoked at any time for any reason without prior notice.
  - 2) Consideration will be on a case-by-case basis and dependent upon established criteria. Telecommuting is not an employee right.
  - 3) An official agreement must be signed and executed by all appropriate parties prior to beginning any formal telecommuting arrangement.
  - 4) Telecommuting does not change the basic terms and conditions of employment.
  - 5) Telecommuters will be compensated for all work time, leave, holidays, overtime, and travel entitlement as if duties were performed at the office. Pre FLSA, overtime will be paid to those employees eligible. All overtime hours must be

recorded within the timekeeping system and approved in advance.

- 6) Telecommuters are required to abide by all Town policies, are subject to the same rules and procedures as other eligible employees, and are expected to meet all current performance objectives.
- 7) Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.

#### **1-5. PROCEDURE.**

- a. The Department Director or Town Administrator may approach an employee to request a telecommuting arrangement due to operational needs, and the employee may contact their Department Director to discuss the feasibility of the arrangement. The agreement must be submitted through the Department Director and to Human Resources.
- b. Rules of Operation:
  - 1) Telecommuting will not begin until all appropriate parties sign a Telecommuting Agreement.
  - 2) Telecommuters must be accessible during the hours agreed upon with their supervisors (with the exception of lunch, breaks, meetings, etc.).
  - 3) Telecommuters must be available to report to the office worksite during regular working hours at the request of a supervisor at the time pre-determined by the supervisor.
  - 4) Eligible employees engaging in the Telecommuting program must attend all meetings and training as required.
  - 5) Telecommuting is not a substitute for child or dependent care. Arrangements must be made for such care during working hours unless otherwise approved by the Department Director and Human Resources Director.
  - 6) Restricted access materials cannot be taken out of the office or accessed through the computer unless approved in advance by a Department Director. The Technology Use and Security Policy must be adhered to when telecommuting.
  - 7) Telecommuters will **not** conduct face-to-face business at their home offices, excluding video conferencing.
  - 8) All equipment requested for a telecommuting agreement must be approved in advance by the Department Director. Employees may be required to supply some or all of their own equipment, depending upon the nature of their assignment.
  - 9) If equipment or connectivity is temporarily unavailable, the employee must report to the office until the situation is corrected or the employee can carry out their duties and workload without access to these resources.

- 10) The telecommuting agreement can be terminated at any time and for any reason, with or without prior notice.
  - 11) Failure to comply with rules of employment, instructions and guidelines governing the Telecommuting Program, or terms of the Telecommuting Agreement may result in immediate cessation of the Telecommuting arrangement.
  - 12) All policies and procedures that apply during working hours and while on the work site also apply at any time while working for, or representing the Town of Davie, including when participating in a Telecommuting arrangement.
- c. Work Hours/Schedules:
- 1) The number of days to be worked from home and work hours will be agreed upon in advance. All non-exempt eligible employees will clock in and out on their computers to ensure their hours are properly recorded. All overtime must be approved in advance.
  - 2) Any changes to workdays or work hours or requests for time off will be approved in advance by the employee's supervisor. Supervisors retain the right to adjust work hours or schedules (permanent or temporary) based on operational needs. At the discretion of the supervisor, telecommuters may be called to the office site for meetings, assignments, or special projects at any time and any reason.
- d. Supervisors of eligible employees will ensure announcements, and important information is communicated to their home offices. Telecommuters are responsible for staying informed of any business-related information or new assignments related to their job function or employment. To ensure productivity standards are being met, supervisors will also monitor work and assignments while employees are telecommuting.
- e. Supplies and Reimbursements: Telecommuters will receive office supplies through the same channels as on-site office workers. Reimbursements for the personal use of supplies, equipment, or purchases made outside established procurement procedures are not authorized. Travel reimbursement for home and office worksite travel is not authorized. Any approved mileage reimbursements will be made per the same procedures and regulations as for eligible employees who work solely from an office work site.
- f. Home Office/Safety: Eligible employees will establish an appropriate work environment within their home for work purposes. The Town will not be responsible for any costs associated with the initial setup or upkeep of the home office unless approved. The home work space must be free of safety and fire hazards. The Town is not responsible for injury to family members, visitors, or others in the telecommuter's home.
- g. Equipment: Telecommuters and their supervisors will determine the equipment required to meet their performance objectives from the home office. The IT Department can assist in determining the appropriate equipment required. **Approval or commencement of a telecommuting agreement may be contingent upon availability of such equipment.** The Town will not be responsible for any wear and tear, repairs, or damage incurred for

personal equipment used in the course of business.

- 1) Town employees are prohibited from sharing Town equipment used in their home office.
- 2) For security purposes, access is restricted to the Town's computer network (other than e-mail) to Town approved equipment. It must be used in accordance with the Technology Use and Security Policy.
- 3) All procedures and guidelines enforcing in-office hardware and software usage and security apply to the home office.
- 4) For performance purposes, it is strongly recommended that employees use of high-speed or broadband internet access while accessing Town networks through VPN software.
- 5) The IT Department does not provide in-home setup and will only repair or troubleshoot systems related to connectivity and Town-owned software. The Town will not repair hardware on personal equipment.
- 6) Eligible employees will immediately report loss, theft, or damage to Town-owned equipment to their supervisors.



DEPARTMENT OF HUMAN RESOURCES

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EMPLOYEE TELECOMMUTING WORK AGREEMENT

The following constitutes an agreement on the terms and conditions of telecommuting between:

Employee's name: \_\_\_\_\_ ("employee")

Supervisor's name: \_\_\_\_\_ ("supervisor")

The employee has read and agrees to adhere to the Town's Telecommuting Policy. The supervisor agrees with the employee's participation in telecommuting as outlined by the terms of this agreement.

1. Telecommuting Schedule

Table with 7 columns: Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday

The employee agrees to remain accessible during designated work hours and understands that management retains the right to modify this agreement on a temporary basis as a result of business necessity.

2. Telecommuting Location

Employee agrees to limit telecommuting to the approved telecommuting location. The telecommuting location is (indicate location, including street address, City, county, state and zip code): Location Designation and Address:

Two horizontal lines for location designation and address.

3. Attendance and Leave

Existing policies and procedures on leave, time, and attendance still apply. The manager/supervisor will review the employee's timesheet in Kronos and certify the hours worked.

\*\*Non-Exempt employees must clock in and out on their computer to ensure hours are properly recorded. If there are any issues, the employee's supervisor and/or Daniele Graydon (954) 797-1172/ dgraydon@davie-fl.gov can be contacted.

4. Telecommuting Due to Inclement Weather, Emergency Events or other Administrative Approved Circumstances

When non-essential employees are not required to report to work due to an emergency event, inclement weather, or other similar circumstances (e.g., flood, fire, or loss of electricity or other services), the employee:

[ ] Is required

[ ] Is not required

to telecommute. If the employee is required to telecommute and it is not possible to telecommute due to loss of power or internet connectivity, the employee shall contact their immediate supervisor. The supervisor may require the employee to report on-site or authorize an excused absence.

**5. Equipment, Supplies, and/or Services Provided by the Town**

The following Town-owned equipment, supplies, and/or services are provided by the Town for the employee's use while telecommuting:

Personal computer/laptop

Other:

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The employee shall be responsible for all operating costs, home maintenance, and/or other costs (e.g. utilities and internet connectivity) that are associated with the use of the employee's residence as the telecommuting work location.

**6. Equipment and Services Provided by the Employee**

The following employee-owned equipment and/or services are used by the employee while telecommuting:

All office furniture

Personal Computer/Laptop

Land line telephone or cellular phone equipment and service

Internet connectivity (cable) service

Other:

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Employee shall be responsible for all costs related to all employee provided equipment and services.

**7. Information Technology (IT) Security**

The Town's Information Technology Director maintains an inventory of any Town-owned IT equipment provided for an employee's use at the telecommuting work site. Policies and procedures covering the care and maintenance of Town-issued equipment, the security of equipment, and the protection of Town records and data from unauthorized disclosure or damage shall be strictly applied. The employee certifies that she/he understands the requirements and restrictions. Further, the employee agrees:

- a. Employee will protect Town records and data from unauthorized disclosure or damage. The employee is responsible to adhere to all public records maintenance requirements whether the employee is using a Town-issued or a personal computer;
- b. The Town maintains ownership of its records, data, and any hardware or software the Town provides for use by employee;
- c. Employee agrees to immediately report any unauthorized access to Town records or data;

- d. Up-to-date antivirus software has been installed on the computer at the telecommuting site (including procedures for when and how to update virus signatures) by the IT staff, or by the employee if an employee-owned computer is used for teleworking; and
- e. The Town will not be liable for damages to employee's personal or real property during telecommuting.

**8. Safety**

Employee is required to maintain a safe and secure workspace.

**9. Accident or Injury**

Any job-related accident or injury occurring to the employee at the telecommuting work site while the employee is working must be brought to the immediate attention of the supervisor and Risk Management. Because a job-related accident sustained by an employee while telecommuting will occur outside the premises of the Town, the supervisor must investigate any report immediately following notification.

**10. Either management or the employee may terminate participation in telecommuting at any time.**

If either party terminates this telecommuting agreement for any reason, e.g., for operational reasons or performance, the employee is required to report to work at their assigned department. Failure of the employee to report to work shall subject the employee to discipline, up to and including termination. Employees must return all Town equipment and supplies upon termination of the telecommuting program or separation of employment.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator (or Designee)

\_\_\_\_\_  
Date

ORIGINAL: HUMAN RESOURCES

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