

# **TELEWORK POLICY**

## **PURPOSE**

The Village of Romeoville considers mobile working to be a viable alternative work arrangement in cases where employee, job and supervisor characteristics are best suited to such an arrangement. Mobile working allows employees to work at home during FMLA leave or any other extended sick leave. Mobile working is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a Village wide benefit, and it in no way changes the terms or conditions of employment with the Village of Romeoville.

## **DEFINITION**

Telework is a work arrangement in which supervisors permit employees to perform duties away from their central workplace in accordance with their same performance expectations and other approved or agreed upon terms. In general, teleworking is a privilege that may be granted on an individual basis under appropriate circumstances to employees whose job responsibilities are suited to such an arrangement and who meet eligibility criteria.

## **APPLICATION AND SCOPE**

If you are requesting telework based on your own medical condition or that of a family member, your request should be evaluated pursuant to village guidelines, such as those relating to Family Medical Leave and Short –term disability Leave. For more information contact your HR Manager.

Telework agreements do not change the conditions of employment or required compliance with policies, rules and regulations.

## **ELIGIBILITY**

Employees requesting mobile working arrangements must have been employed with the Village of Romeoville for a minimum of 12 months of continuous, regular employment and must have exhibited above-average performance, in accordance with the Village of Romeoville's performance appraisal process.

- a. Apply for FMLA leave
- b. Have a prolonged sickness
- c. Must be able to perform your job duties

## **PROCESS**

1. Either an employee or a supervisor can suggest mobile working as a possible work arrangement. There is a request form that needs to be completed and given to the supervisor by the employee and if the supervisor request mobile working then they will give the employee the form to fill out.

2. The Manager and the employee must agree to and sign the Mobile Working Form Request. The completed form is sent to the HR Manger for their approval.

## **TERMS OF POLICY**

1. Short –term arrangement can be made for employees on family or medical leave, to the extent practical for the employee and the organization and with the consent of the employee’s health care provider, if appropriate. All mobile working arrangements are made on a case-by-case basis, focusing first on the business needs of the Village of Romeoville.

2. Any mobile working arrangement made will be on a trial basis and will not exceed the length of the family or medical leave. This arrangement may be discontinued, at will, at any time at the request of either the telecommuter or the Village of Romeoville.

3. Consistent with the Village’s expectation of information security for employees working at the office, mobile working employees will be expected to ensure the protection of village and resident information accessible from their home office. Files should be in a safe and secure place and your password should remain private and inaccessible to others at the employee’s residence. The organization’s computer systems and applications, mainframe connections, networks, computers and fax machines, must comply with all security requirements. Any requests for access to any of these connections or devices must be reviewed and approved by the Department Manager and the IT department.

4. The employee and supervisor will agree on the number of days of mobile working allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, email, or text within a reasonable time period during the agreed-on- work schedule.

5. Before entering into any mobile working position, the employee and department manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

a. Employee suitability. The employee and the department manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

b. Job responsibilities. The employee and the department manager will discuss the job responsibilities and determine if the job is appropriate for mobile working.

c. Equipment needs, work space and scheduling issues.

6. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The supervisor and telecommuter will communicate at a level

consistent with employees working at the office or in a manner or frequency that seems appropriate for the job and the individuals involved.

7. Mobile working is ***not*** designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting village demands. Prospective telecommuters are encouraged to discuss expectations of mobile working with family members prior to implementation of this new schedule.

8. The availability of mobile working as a flexible work arrangement for employees of the Village of Romeoville can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, when no notice is possible.

9. The policies and procedures that normally apply to your current workplace shall remain the same for teleworking employees. This shall include but not limited to performance management. Teleworking assignments do not change the condition of employment or required compliance with policies and rules. Employee salary, benefits, worker's compensation, sick leave, vacation leave and other employee insurance shall not change due to telework. Likewise, the duties, obligations, and responsibilities of teleworking employees remain the same.

### **Worker's Compensation**

If the employee is injured in the course and scope of performing official duties during the agreed upon work hours, regardless of locations, the employee is covered under the state's worker's compensation law. The employee must notify their supervisor immediately and complete the necessary forms.

The Village is not responsible for any injuries to family members, visitors and others in the employee's home.

### **WORK SPACE**

#### **Equipment Liability**

The Village of Romeoville will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each mobile working arrangement on a case-by-case basis. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the Village of Romeoville will be maintained by the Village. Equipment supplied by the employee, if deemed appropriate by the Village, will be maintained by the employee. The Village of Romeoville accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the Village of Romeoville is to be used for business purposes only. The employee will sign an inventory sheet of all office property and agrees to take appropriate action to protect the items from damage or theft.

## **Site Visit**

The employee shall designate a workspace within a remote work location for placement and installation of equipment to be used while teleworking. The Village must approve the site chosen as the employee's remote workspace. The employee is expected to submit three photos of the home workspace to management prior to implementation. The employee will be responsible for all costs associated with remodeling, electrical modifications, or other permanent improvement to the home office workspace. The employer will not provide office furniture for the workspace at home. We may supply an ergonomic chair on a case-by-case basis when funding allows.

## **CYBER SECURITY**

### **Software**

Only software owned by the Village may be installed on a computer owned by the Village. The IT department will provide appropriately licensed software necessary for telework.

### **Internet Liability**

The employee remains responsible for all files, links, data they transmit via the Internet. The employee agrees to follow guidelines and rules of conduct as if they are working from the regular office.

### **No personal business**

An employee who is telemarketing shall not conduct personal business during their work shift unless during their break or lunch. No personal business may be conducted on village –owned equipment unless it is related to a course of study approved by the Village. Supplies given to the employee from the Village cannot be used for personal business

## **FORMS**

MOBILE WORKING REQUEST FORM

AGREEMENT FORM