

HRAR 4.04 Telework

Revisions to HRAR 4.04 include: updating the purpose to describe some benefits of remote work; updating the definitions of routine vs. ad hoc telework; clarifying the telework eligibility criteria; simplifying the telework approval process; updating expectations regarding a remote employee's work hours and availability; clarifying expectations regarding the Telework Agreement Form; providing updated ergonomic and safety guidance for alternate work sites; clarifying expectations regarding the provision of hardware, software, and other supplies for remote employees; and aligning the Workers' Compensation section with other existing HRARs. Many sections have also been reorganized to support a more logical flow of information.

HRAR 6.01 General, ADA, and Administrative Leaves

A new section was added to HRAR 6.01 titled "Americans with Disabilities Act (ADA) Reasonable Accommodation Leave". It describes the circumstances in which a City employee with a qualifying disability may request a leave of absence as a reasonable ADA Title I accommodation. The section also explains expectations for employees on an approved ADA leave, including the employee's use of accrued paid leave, a requirement to provide a release to work letter before returning from leave, and the City's legal commitment to provide employment protection for the duration of the leave. The interplay between an employee's ADA leave and disciplinary measures based on employee performance is clarified, and the "Separation from Employment" section was updated to note its inapplicability to ADA leaves. Lastly, the title of the HRAR was changed to reflect the addition of the new ADA section.