



4.04 TELEWORK

Purpose

~~The purpose of this Human Resources Administrative Rule (HRAR) is to define telework guidelines and procedures for City of Portland employees. Telework~~Used appropriately, teleworking can increase an employee's productivity, mitigate the City's environmental impact by reducing employee commutes ~~e-times~~, and facilitate a work-life balance that helps the City attract and retain qualified job candidates and employees. ~~is a management tool that may be used to increase productivity, reduce employee commute trips, and accommodate special needs of employees and bureaus. This option allows work arrangements to be tailored to each bureau's unique requirements. The City of Portland encourages~~encourages the use of telework arrangements in situations where it ~~will work to the~~mutually benefits of employees, the City, and the City's customers. ~~Not all job positions at the City are appropriate for teleworking; for example, jobs requiring an on-site presence such as mechanical work, maintenance work, or providing public safety services~~work are generally ineligible for teleworking. ~~Telework is not a benefit; rather, it is a work option used at the supervisor's discretion. The purpose of this administrative rule is to define telework guidelines and procedures.~~

Applicability

All City Employees

Definitions

Telework is defined as working arrangements in which the ~~employee's designated~~ workplace is located ~~part time at at~~ an alternate ~~work-site location~~ outside a City bureau's regular work location(s), such as an employee's residence ~~the employee's regular work location,~~ such as an employee's residence, a satellite office, or an alternate City location.

Routine telework is defined as telework which is a regular and recurring part of the employee's work schedule.

Ad hoc telework is defined as ~~short-term-occasional,~~ temporary telework of no more than twelve (12) days per calendar year. ~~Ad hoc telework~~ may be a suitable arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet the telework eligibility criteria.

Telework Eligibility

~~, and, (e.g. via video call, phone, etc.)~~Before approving a telework request, supervisors and managers will use the following guidelines to evaluate positions and employees for telework ~~opportunities~~eligibility.

A. Position Eligibility

1. An employee's position may be suitable for teleworking when an employee's essential job duties:

- Include clear work objectives, clearly defined tasks, and measurable deliverables;
- Are independent in nature and can be accomplished without detrimental impact on work group productivity;
- Allow for successful and productive communication with supervisors, colleagues, or members of the public through virtual means such as videoconference or phone calls;
- Do not require the employee's ongoing, consistent presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are possible; and
- Are not essential to the management of on-site or in-the-field workflow or business operations.

B. Employee Eligibility

1. The employee can provide adequate internet access ~~the appropriate equipment~~ in the alternate work-site to perform their assigned duties during teleworking;

~~—The employee is committed to complying with all City rules, policies, practices, core values and instructions while teleworking, including ;~~

2. ~~The employee is committed to complying with all telework provisions outlined in HRAR 4.04 and in their Telework Agreement with their supervisor;~~

3. The employee ~~shall have~~has the ability and willingness to preserve the confidentiality of sensitive City data and software which may be protected from disclosure by public records and/or copyright laws. This includes ensuring that all unauthorized individuals, including but not limited to the employee's family and friends, do not have access to confidential City data or software; and ~~Working remotely, the employee has demonstrated The employee understands that i;~~

~~has and commitment core values ; has and is committed ing; and~~

4. The employee understands that their performance expectations must continue to be met while teleworking. Employees who are not upholding City obligations and core values when teleworking, such as meeting performance or conduct expectations, ~~would still be~~ may be ~~are~~ subject to the disciplinary measures described in [HRAR 5.01 Discipline](#).

Telework Approval Process

Generally, before a City employee begins teleworking, or a new hire begins working a remote position, they must complete the following steps:

1. Talk with their supervisor to determine eligibility and potential telework schedule;

~~—Read and agree to the content of HRAR 4.04; Read and agree to comply with the Telework Technical requirements~~

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2. Receive approval of the telework agreement in accordance with the employee's bureau's approval process
 3. Complete and sign a Telework Agreement Form;
 4. Complete any needed ~~ecessary~~ training prior to beginning ~~the telework agreement~~; and
 5. Receive manager or supervisor's final approval, via signature on the Telework Agreement Form.

Note: Ad hoc telework of no more than twelve (12) days per calendar year is permissible with advance authorization of the employee's supervisor and does not require a Telework Agreement Form. However, ad hoc telework requests and supervisor approval must both be in writing, e.g., an email.

Telework Conditions

Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Teleworking employees must still comply with all City rules, policies, practices, values, and instructions. This includes, but is not limited to, HRAR 4.08 Information Technologies and HRAR 4.09 Use of City Resources.

Employees with a ~~Teleworking~~ Agreement are expected to respond to surveys regarding teleworking when requested to do so by the City or their bureau. ~~values Employees with a teleworking agreement are expected to respond to surveys regarding teleworking when requested to do so by the City or their bureau. Failure to do so can result in disciplinary action in accordance with HRAR 5.01.~~

General Provisions

Employees are not authorized to telework without prior approval of their supervisor or manager. ~~A supervisor, manager, or Bureau Director, or Commissioner-in-Charge may deny, end, or modify a Teleworking Agreement at any time for any business-related reason, unless doing so conflicts with Citywide teleworking guidance given (e.g. during a state of emergency).~~ An employee may request to end or modify a Telework Agreement at any time, provided their request does not conflict with Citywide teleworking guidance given (e.g. guidance provided during a state of emergency).

Remote employees are expected to balance personal needs with work obligations and commitments. Employees should reasonably arrange child, elder, or other dependent care as needed to complete their work and actively participate within their team.

Employees who may need a reasonable accommodation when teleworking because of a disability, pregnancy, lactation, or observation of a religious practice should contact their Human Resources Business Partner (HRBP). For more information, read HRAR 2.06 Reasonable Employment Accommodations.

Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Teleworking employees must comply with all City rules, policies, practices, and instructions.

A teleworking employee must perform work during their scheduled teleworking hours. Employees may not engage in activities while teleworking that would not be permitted at the regular worksite, such as child, elder, or other dependent care.

~~Teleworking employees may take care of personal business during paid breaks or unpaid lunch periods, as they would at the regular worksite.~~

~~In rare and extraordinary circumstances, such as a state of an emergency, the Mayor or designee may allow an exception to this rule (e.g. when the state of emergency results in closure of schools, daycares, and related services, particularly when closed for an extended period of time).~~

~~Employees must read the teleworking policy and technical guidelines, complete training as required, and submit an agreement through the bureau approval process before teleworking. Employees with a teleworking agreement are expected to respond to surveys regarding teleworking when requested to do so by the City or their bureau.~~

~~A supervisor, manager or Bureau Director may deny, end, or modify a teleworking agreement for any business related reason. A teleworking employee may request to end or modify a teleworking agreement at any time. Employees may be removed from the Teleworking Program if they do not comply with the terms of their teleworking agreements.~~

~~All City employees who routinely telework must have an approved Telework Authorization Form (Attachment A) [link to document] which defines parameters, (e.g., equipment, software, alternate work location and work tasks to be performed) and is signed by the employee, with supervisor, manager and Bureau Director approval.~~

~~Ad hoc telework may be permitted on a case by case basis with the advance authorization of the employee's supervisor or manager, subject to the Bureau Director or designee's review. An ad hoc telework assignment lasting seven days or less will not require the pre-approval of the Bureau Director, but must be approved by the employee's manager or supervisor in accordance with bureau procedures. The terms of ad hoc telework should be clarified in the Telework Authorization Form if there is expectation that ad hoc telework will be approved from time to time.~~

~~During periods of inclement weather when the Mayor or designee closes City offices and directs that non-essential city employees will be paid for the day, employees who would otherwise report on that day to their regular work location and are able to perform their work assignments by teleworking are encouraged to do so.~~

~~The Commissioner in Charge of the bureau must approve any teleworking or work at home arrangements for a Bureau Director. In addition, the agreement to telework or to work at home must be in writing.~~

Work Hours and **Availability/Accessibility**

Work Hours. ~~The number of hours worked per pay period by the employee will not change because of telework. As part of the telework approval process, employees should work with their supervisor or manager to develop a standard telework schedule and expected work hours to meet the needs of the bureau.~~

~~FLSA non-exempt employees (employees who are generally eligible for overtime pay) Employees should not work outside of their scheduled hours when teleworking; for example, FLSA non-exempt employees should not take phone calls or check emails outside of their regular working hours.- Any changes to a telework schedule, including potential overtime, must have prior approval from the employee's manager~~

or supervisor. FLSA non-exempt employees (employees who are generally eligible for overtime pay) are also required to take scheduled breaks and lunches as usual.

For FLSA-exempt employees, the City strongly encourages such employees to adhere to their telework schedule and limit work outside of their regular schedule, unless there are occasional operational necessities that require additional work time. FLSA-exempt employees should work with their supervisors to develop expectations of availability outside of regularly scheduled work hours.

Modifying a Telework Schedule. Occasional requests by employees to change their regularly scheduled telework days should be accommodated by the supervisor if possible. Employees must obtain prior approval from their supervisor to change a regularly scheduled telework day.

~~Generally a regular should for periodic critical in person necessary in person This provision may be temporarily waived if the employee's bureau's worksite is not open available for use.~~

Availability. Teleworking employees will maintain availability via email, telephone, mobile phone, or as otherwise agreed to by their supervisor during standard work hours or designated specific core hours of availability. Employees who routinely telework must be able to work at their bureau's regular worksite on scheduled teleworking days if needed, unless they are on work-related travel or are otherwise exempted by their supervisor.

Unexpected Inability to Telework. Employees must contact their supervisors if equipment, connectivity, local power failures, or other supply problems prevent them from teleworking. Employees may be required to work at their bureau's regular worksite or use vacation or other compensatory time. If compensatory time is not available, and the employee is unable to either telework or work onsite at their bureau's regular worksite, the employee may be required to take time without pay unless stated otherwise by the Mayor or designee in City guidance provided during a state of emergency.

~~Employees who telework on a regular and recurring basis must be available to work at the regular worksite on teleworking days if needed. Conversely, occasional requests by employees to change their regularly scheduled telework days should be accommodated by the supervisor if possible. Employees must obtain prior authorization to change a regularly scheduled telework day.~~

~~Occasional teleworking means an employee works away from the office on an infrequent, one time, or irregular basis. This option may provide a suitable arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet the eligibility criteria.~~

~~Employees must contact their supervisors if equipment, connectivity, or other supply problems prevent them from working on a telework day.~~

~~**Work Hours and Scheduling.** The number of hours worked by the employee will not change because of telework. Work hours will be scheduled and any changes must be approved by the supervisor in advance.~~

~~**Adequate Time in Office.** The amount of time spent teleworking during a work week may vary according to each job, equipment needs and the individual Telework~~

~~Authorization. Minimally, the telework schedule must allow adequate regular office time for meetings, access to facilities and supplies, and communication with other employees and with customers (unless an exception has been granted by the Mayor or designee during a state of emergency).~~

~~**Accessibility.** Teleworking employees will maintain accessibility via email, telephone, mobile phone, or as otherwise agreed to by their supervisor during agreed-upon work hours or specific core hours of accessibility. Only the employee and the employee's supervisor or manager will designate who will be given an employee's personal phone number.~~

~~**Family Care and Duties.** While telework may facilitate employees working around family responsibilities, employees who telework must have in place day care or other supervision for any member of the household, other dependents requiring care through the workday. In rare and extraordinary circumstances, such as a state of an emergency, the Mayor or designee may allow an exception to this rule (e.g. when the state of emergency results in closure of schools, daycares, and related services, particularly when closed for an extended period of time).~~

Travel, Overtime and Leave

City Administrative Rules, collective bargaining agreements, and the Fair Labor Standards Act (FLSA) ~~shall apply~~continue to apply to employees while teleworking. Requests for overtime must receive advance approval from the supervisor. Requests for leave ~~must~~shall be approved by the supervisor, in a manner consistent with City or bureau rules.

When teleworking, the City office is the official station for travel expense voucher purposes, except that travel to and from the employee's regular City office and alternate worksite shall not be a reimbursable expense.

Emergencies

~~During a state of emergency, if the Mayor or designee directs that all eligible employees are required to telework, City offices must permit eligible employees to do so, regardless of whether the employee had a prior telework arrangement. Employees teleworking for more than thirty (30) calendar days due to a state of emergency should complete a Telework Agreement Form as soon as reasonably possible, but no later than sixty (60) calendar days after they begin teleworking.~~

In rare circumstances such as a building fire or flood, a Bureau Director may require ~~that~~ their bureau's ~~eligible~~non-essential employees to temporarily telework until the damages are repaired.

~~During periods of inclement weather when the Mayor or designee closes City offices and directs that non-essential City employees will be paid for the day, eligible employees who are scheduled to telework should continue to work as normal. Eligible employees who would otherwise report to the worksite on that day to their regular work location are encouraged to perform their work assignments by teleworking.~~

Telework Agreement

~~The Telework Authorization must clearly define the following:~~

Telework schedule: Which hours the employee will work on City premises and which will be worked off City premises.

Location: The location of the off-premises work, and the means by which the employee can be reached during off-premises work.

Use of City resources: Any City-owned resources the employee will use off-premises, and the terms and conditions under which such resources will be used.

Use of employee's resources: Any employee resources that will be used and the costs which will be compensated by the City. Generally, however, the City does not reimburse costs associated with Teleworking.

Eligibility for Telework

An employee is eligible for telework with the approval of their manager or supervisor and the Bureau Director provided the performance of their job duties is compatible with a telework arrangement; they require minimal direct supervision; and face-to-face interaction is not a primary job requirement and/or where such interaction can be successfully scheduled to permit telework.

Supervisors and managers are encouraged to use the following guidelines to evaluate positions and employees for telework opportunities.

A. Position Eligibility

An employee's position may be suitable for teleworking when the job duties:

- Are independent in nature and can be accomplished without detrimental impact on work group productivity
- Are primarily knowledge-based
- Include clear work objectives, clearly defined tasks, and measurable deliverables
- Do not require frequent interaction at the regular worksite with supervisors, colleagues, clients, or the public, in person or by phone
- Do not require the employee's immediate presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are possible
- Are not essential to the management of on-site workflow or business operations

B. Employee Eligibility

Employees may be suitable for teleworking when their personal characteristics, as determined by the supervisor, include:

- Demonstrated dependability and responsibility
- Effective communication with supervisors, coworkers, and clients
- Demonstrated motivation and positive attitude toward assigned work
- The ability to work independently without direct supervision
- A consistently high rate of productivity
- A high level of skill and job knowledge
- The ability to prioritize work effectively
- Effective organizational and time management skills
- An absence of discipline problems in the employee's work history
- A record of excellent attendance

The employee can provide the appropriate equipment in the alternate work site to perform their assigned duties during teleworking.

~~The employee shall have demonstrated their understanding, willingness and ability to properly protect the confidentiality of sensitive City data and software which may be protected from disclosure by public records and/or copyright laws. This includes the ability to protect such sensitive data and software from all unauthorized individuals, including but not limited to, the employee's family and friends.~~

~~The employee shall have demonstrated a willingness to participate in telework to the supervisor.~~

~~Employees who are not upholding City obligations, such as meeting performance or conduct expectations, are not eligible to telework.~~

Alternate Worksite Requirements

The employee is responsible for selecting an alternate worksite suitable for performing official City business. Requirements for the alternate worksite will vary depending on the nature of the work and equipment needed. Such requirements may be determined by the bureau.

Teleworking employees must work in an environment that allows them to perform their duties safely and efficiently. Employees are responsible for ensuring their work areas comply with confidentiality, health, and safety requirements. For more information regarding ergonomics, review the Bureau of Risk and Financial Services' (BRFS) Ergonomic Guidelines for Telework. For suggestions on a safe alternative worksite, review BRFS' Telework Safety Guidance.

The City is not liable for damages to an employee's personal or real property while the employee is working at their alternate worksite.

~~The employee is responsible to designate a work area suitable for performing official City business and to ensure that the alternate worksite is adequately supplied and maintained in a reasonably safe manner.~~

~~The employee must perform their work in the designated area when teleworking. Requirements for the designated work area will vary depending on the nature of the work and the equipment needed, and may be determined by the bureau. Teleworking employees must work in an environment that allows them to perform their duties safely and efficiently. Employees are responsible for ensuring their work areas comply with health and safety requirements.~~

~~The City and/or bureau may request photographs of the employee's designated work area to determine compliance with health and safety rules. The employee agrees that a supervisor or supervisor's designee may visit the employee's non-City work site to inspect the work site during normal work hours to ensure that it is safe from hazards and sufficient to conduct City business. The supervisor or supervisor's designee may repeat such visits.~~

~~The City is not liable for damages to an employee's personal or real property while the employee is working at their alternate worksite.~~

Confidentiality and Security

Teleworking employees and their supervisors must identify any confidential, private, or personal information and records to be accessed remotely and ensure that appropriate safeguards are used to protect them. A bureau may require employees to work in a private or secure location which affords adequate protection when handling confidential or sensitive material and may restrict use of files at the telework site. Bureaus may prohibit employees from printing confidential information in teleworking locations to avoid breaches of confidentiality. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to City networks or databases to anyone who is not authorized to have access.

Telework Product, Document Retention and Public Records

Products, documents, and records used and/or developed while teleworking shall remain the property of the bureau and the City and are subject to bureau and City rules regarding confidentiality and records retention requirements which may make employee-owned computers, cell phones, and storage devices subject to public records, subpoenas, and other evidentiary requests. Accordingly, to the extent employees use their own devices to telework, they are encouraged to keep all documents and records in City-owned systems, such as cloud storage or VPN environments. Employees must comply with requests to search for public records and/or produce for inspection their employee-owned computers, cell phones, and storage devices to the extent such inspection is required to comply with public records requests, subpoenas, and other evidentiary requests.

Provisioning of Computer Hardware, Software, Equipment and Supplies

At minimum, employees who are teleworking must have access to a computer and the internet. Employees are fully responsible for establishing their own internet access. Bureaus may supply teleworking employees with City-owned computers and other needed equipment within reason (e.g., printer, scanner, or office chair). If these items are not provided by the Bureau, the employee may use their personal furniture and/or computer equipment. If necessary, Bureaus will support the employee in gaining remote access to needed data, software, systems, and networks beyond access to City email and Office 365 applications. For more information on technology options, visit the Bureau of Technology Services (BTS) Technology for Teleworking page.

~~the internet, and should have access to , within reasonThe City is not required to provide a computer, printer, monitor, internet access, telephone or office furniture to the employee. The Bureau Director may determine the Bureau will supply City-owned computer and other equipment, should that be necessary to allow the employee to perform their assigned job duties, and gain remote access to bureau systems, City data, systems and networks beyond internet access to City email and Office 365 applications.~~

A. City Equipment.

1. Per HRAR 4.08, any City computer hardware, software, equipment, furniture (e.g., office chairs), and supplies provided by the City are the property of the City and may only be used for City-related business purposesonly. A teleworking employee does not obtain any rights to City equipment, software, or supplies provided for use while teleworking. City standard computer equipment can be found on the [BTS Products Page](#).
2. At the conclusion of the telework arrangement (including separation from employment), the employee must return all City property to the City

within fifteen (15) calendar days. If an employee fails to return City-owned property, the City may seek recovery for damages through any and all legal means.

~~2. Any computer hardware, software, equipment, files, and databases provided by the City shall remain the property of the City. The employee must immediately return all City property at the conclusion of the teleworking arrangement or at the bureau's request.~~

3. A teleworking employee must protect City property from possible theft, loss, and damage. The teleworking employee may be liable for replacement or repair of City property in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.

4. A teleworking employee must adhere to all software copyright laws, and may not make unauthorized copies of any City-owned software. Employees may not add hardware or software to City equipment without prior written approval from their supervisor and without ordering and provisioning it in accordance with BTS requirements.

~~5.~~ The employee is responsible for converting and maintaining files to City standard formats, e.g., Microsoft Word, Microsoft Excel, or Adobe PDF. The employee is responsible for protecting the integrity and confidentiality of copyrighted software, and sensitive City data, and for following policies, procedures, and practices to the same extent applicable in the regular office.

~~6.5.~~

~~7.6.~~ If necessary, the employee is responsible to for bringing a City laptop or other City equipment to the regular City work location for software and security updates and as otherwise required by BTS.

B. Personal Equipment

1. If City equipment is not provided, the employee must provide all computer equipment, telephone equipment, and furniture (e.g., office chairs) necessary to perform duties on non-City premises. Requirements for use of Secure Remote Access to City systems, via City equipment or non-City equipment, are described in the ~~BTS Service Catalog~~ Teleworking with Secure Remote Access ~~BTS Service Catalog~~ and BTS Administrative Rule 2.04.

2. The employee is responsible for ensuring that software used on non-City premises is compatible with City standards, e.g., Microsoft Office Suite.

~~3.~~ Employees who use their personal equipment for teleworking are solely responsible for the installation, repair, and maintenance of the equipment.

~~3.4.~~ If using personal equipment to telework, remote employees must understand and agree that the City is entitled to, and may access, any personal equipment, documents and records used for City-related business purposes while teleworking, such as a personal computer, telephone, fax machine, monthly bills, and/or internet records.

Reimbursable Expenses

Generally, the City will reimburse the employee for work-related expenses it would have borne if the employee were working onsite in the office. Supplies required to complete assigned work at the telework site should be obtained from the bureau during the employee's in-office work periods when possible. Out-of-pocket expenses for materials and supplies, which are otherwise available ~~from~~ the bureau, will not

be reimbursed. The cost of internet access, personal equipment (if being used), and non-standard office supplies or non-standard equipment will be borne by the employee.

Computer Support

BTS may provide limited remote computer support on City-owned equipment. It is possible that some updates will require that City-owned equipment be brought to a City facility, by appointment. Such support will may be limited to installing and removing City-owned software on a City-owned computer as well as diagnosis and resolution of problems with BTS supported software and/or hardware. Employees in need of technology help should contact the BTS Helpdesk to discuss the best option for their situation.

BTS is responsible for maintaining and troubleshooting any City-owned computer equipment such as laptop computers. BTS is not responsible for maintaining or troubleshooting non-City-owned computer equipment or software.

Computer support provided by the Bureau of Technology Services (BTS) staff will only be performed on City premises, on City-owned equipment and by appointment. Such support will be limited to installing and removing City-owned software on a City-owned computer as well as diagnosis and resolution of problems with BTS supported software and/or hardware.

BTS support staff will be responsible for maintaining and troubleshooting any City-owned computer equipment such as laptop computers. BTS will not be responsible for maintaining or troubleshooting non-City-owned computer equipment or software.

Compliance, Confidentiality and Security

Employees are expected to adhere to all City rules while teleworking as they would if working at their regular office location on City premises. This includes, but is not limited to, the Administrative Rules on the Use of City Resources and Information Technologies.

For telework jobs that have security and/or confidentiality requirements, procedures must be established and followed to protect confidential information. Security and/or confidentiality issues shall be addressed in the appropriate confidentiality agreement and procedures.

Teleworking employees and their supervisors shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them. A bureau may require employees to work in a private or secure location which affords adequate protection when handling confidential or sensitive material and may restrict use of files at the telework site. Bureaus may prohibit employees from printing confidential information in teleworking locations to avoid breaches of confidentiality. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to City networks or databases to anyone who is not authorized to have access.

Telework Product, Document Retention and Public Records

Products, documents, and records used and/or developed while teleworking shall remain the property of the Bureau and the City and are subject to bureau and City rules regarding confidentiality and records retention requirements, which may make

~~employee-owned computers and storage devices subject to public records and evidentiary requests.~~

Emergencies

~~In case of an emergency, such as a power failure or weather event, that affects the employee's ability to work off City premises but not on City premises, the employee will be required to report to the employee's regular office location on City premises. If the employee is excused from work, the employee will be required to use vacation time or compensatory time, or, take time without pay if paid time is not available(). If an office closure or emergency excuses other employees from working and work can proceed at the alternate worksite, teleworkers are not excused from working.~~

**Worker's Workers'
Compensation**

The City will process claims for work-related injury or occupational disease consistent with Oregon workers' compensation laws (Oregon Revised Statutes, Chapter 659). See [HRAR 6.13 Supplemental Workers' Compensation Benefits](#) and [HRAR 7.08 Injured Employee Return to Work](#) for additional information.

Procedures

~~Employees must complete the following steps before teleworking:~~

- ~~Talk with their supervisor to determine eligibility~~
 - ~~Read and agree to the Telework Rule~~
 - ~~Read and agree to comply with the Telework Technical requirements~~
 - ~~Receive approval of the telework agreement in accordance with the bureau's approval process~~
 - ~~Complete the telework application and agreement form~~
 - ~~Complete teleworking surveys as assigned~~
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**Administrative Rule
History**

Adopted by Council March 6, 2002, Ordinance No. 176302
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