



# FAQ: TELEWORK AGREEMENT FORM

*Last updated Nov. 3, 2020*

## 1. Where can I find the Telework Agreement Form?

It's available online at <https://www.portlandoregon.gov/bhr/index.cfm?&a=766654>

## 2. Why do we have a new Telework Agreement Form?

(1) **New information.** The City needs written documentation that all remote employees understand new telework information and requirements provided in the [HRAR 4.04](#) revision.

(2) **Inventory.** To have a consistent inventory of all City property currently within employees' households or other remote locations.

(3) **Accessibility.** To make the form accessible for all employees, including those with disabilities.

## 3. Why is the deadline January 1, 2021? What if I change my schedule or move to a hybrid remote/onsite status after this date?

Currently, about 60% of the City's workforce is remote. Some people have telework agreements, others don't. Of those who had telework agreements prior to the pandemic, most of the information regarding work schedule is out-of-date. HRAR 4.04 also underwent its first major revision in two years, partially as a response to the pandemic and state of emergency, so agreed upon conditions in previous iterations of the Telework Agreement Form (whether Citywide or Bureau-specific) are out of date as of October 1, 2020.

There is a section in the "Schedule" portion of the Form where employees can add a note regarding possible post pandemic schedule changes or identify an end date to re-evaluate.

## 4. Can a bureau request an extension of the January 1 deadline?

Bureaus should discuss this with their HRBPs. Extensions are strongly discouraged.

**5. What should the start and/or end date be on the form?**

The start date is when the Agreement is effective. That could be the day you complete the form, or it could be a date in the near future. Either way is fine, with manager approval.

The end date is optional. If it is left blank, the Agreement stands "indefinitely" until you or your manager modify or end the Agreement (per HRAR 4.04).

For employees who think their telework schedule may change in early 2021, it is recommended – but not required – to put a note at the end of the "Schedule" section (on page 2 of the Form) stating that schedule is in effect until the pandemic ends or until returning to work on-site.

**6. What if I work remotely, and will be retiring or separating from the City before the January 1 deadline?**

Please fill out the Form. Then you and the City will have an inventory of all City-owned equipment. City-owned equipment needs to be returned within fifteen (15) calendar days of your official date of separation.

**7. I work with inspectors. They used to report to a City facility and make calls from the facility in the morning, but now they do this all virtually. Otherwise, they are doing inspections in the field throughout the day as normal. Do inspectors need to complete the Telework Form?**

It is recommended inspectors complete the Telework Agreement Form. There is still a change in the sense that they are no longer checking in or making calls from a City facility -- but doing so remotely (in a car, at home, in a public location).

There are conditions and information related to doing any work from a remote location that all City employees need to be aware of.

Suggestion: The Form requires the name of the town and state an employee will be working from. It is recommended that employees in this situation enter the town and state of their residence (e.g., Vancouver, WA or Beaverton, OR). That doesn't prevent inspectors from being mostly mobile. Employees can also add a note at the end of the "Schedule" section that they often work from their car or from multiple locations.

**8. What if a bureau wants to make changes to the form?**

The form is final, so accessibility needs are maintained.

**9. Do bureaus store completed forms in employee personnel files? Does BHR need access to these forms?**

Bureaus may store completed forms in their own records. Generally, BHR does not need access, though the bureau would need to be able to provide completed forms to BHR and/or the City attorneys if needed.

**10. If we make the form an online form using a software like Smartsheets or Microsoft Forms, what are the accessibility requirements?**

The standard for online accessibility is that it (a) meets [WCAG 2.1 Level AA](#) and (b) can easily be used by someone with a screen-reader program like JAWS.

One easy way to begin checking for accessibility is by running the online form through [WAVE](#), an online accessibility checker. It won't fix issues, but can flag what and where they are.

If a bureau wants someone to test their online form, contact [Anais.Keenon@portlandoregon.gov](mailto:Anais.Keenon@portlandoregon.gov) for assistance.

**11. What if I get a new City laptop (or other City equipment) with a different identification number? Do I need to fill out a new form?**

A minor addendum is fine, no need to re-fill or re-sign the whole form. Simply add a separate PDF of an email or a note stating the new laptop (or equipment) identification number.

**12. Why doesn't the form allow employees to use the Signature function in Adobe PDF? (Or, why might a manager be prevented from using Adobe Signature?)**

To sign the form, employees are not required to use the Adobe Signature function. Just type in your first and last name. This is done for accessibility purposes.

The only time a Signature function is required on the Telework Form is for the manager's signature. See example below:

**Employee Signature**

Employee Signature: Anais Keenon Date: 10/21/20

**Manager/Supervisor Signature**

I have reviewed and approve this Telework Agreement.

Manager/Supervisor Name: Anais Keenon

Manager/Supervisor Signature: Anais Keenon Digitally signed by Anais Keenon  
Date: 2020.10.21 09:05:07 -0700

Date: 10/21/20

If managers want to require that employees use the Adobe Signature function (and presuming all reports are able to do so), it is a good reminder for employees to not select the box that says the form is locked after their signature. That box must be *unselected* for a second Adobe signature – the manager’s Adobe Signature – to be added.