CITY OF LAUREL, MARYLAND
HUMAN RESOURCE POLICY ON
SOCIAL MEDIA

EFFECTIVE DATE: September 18, 2019

PURPOSE OF POLICY
The City of Laurel uses Social Media to officially and rapidly communicate matters of public interest to the general public and the media, and to enhance community relations and customer service. It is important that Social Media content be professional and credible. Improper use of Social Media can potentially undermine the confidence of the public in the integrity of the City, its elected officials and its staff. The purpose of this policy is to establish general standards and procedures for the acceptable use of Social Media (as defined below) by the City of Laurel and its employees, officials and appointees.

STATEMENT OF POLICY
The City recognizes the value of Social Media as a tool to quickly disseminate information to the public. However, it is important that the content of the information being disseminated is appropriate, timely, professional and factual. This policy applies to all employees, appointed and elected officials and members of City Committees, Boards, and Commissions and will allow employees and contractors performing work for the City to understand what is appropriate and what is not appropriate while using Social Media on behalf of the City. Unless specifically authorized to speak on behalf of the City, authorized users must use caution not to attribute comments or statements as an official policy of the City of Laurel.

DEFINITIONS
"Social Media" refers to web-based and mobile technologies that facilitate and promote interactive electronic communications, participation and collaboration by users or members of on-line communities. Users and members of on-line communities use these technologies to share information, ideas, photographs and other content. This policy covers all Social Media platforms including but not limited to Facebook, Twitter, Instagram, YouTube, LinkedIn, Flickr, Periscope, and the City's mobile application "My Laurel", along with the interactive tools and functions they provide users.

"Authorized Social Media User" means and includes any City employee or other authorized person responsible for the use, administration, management, monitoring and/or retention of Social Media sites, tools and content, in the name of or on behalf of the City or any City entity.
"Social Media Content" means and includes any materials, documents, photographs, video and other information that is created, posted, distributed or transmitted using Social Media.

STANDARDS FOR USE OF SOCIAL MEDIA

Individuals' use of Social Media sites on behalf of the City must comply with the following standards:

1. All official Social Media accounts (sites) created and/or maintained by the City must conform to this policy, as well as other applicable City policies, including but not limited to the City's Standards of Conduct, and department policies.

2. Department Heads shall assign one or more Department employee(s) to be the authorized Social Media user(s) for that Department using a form that can be found on the City of Laurel's Intranet. Only the Department designated Social Media user(s) shall have access to the City's Social Media sites or be authorized to post Social Media content on them. The City's Public Information & Social Media Specialist will be tasked with updating the authorized users list on the intranet.

3. The City's Communications Director (PIO) will oversee the City's Social Media Sites. Together, the PIO and the individual Social Media site users shall ensure that the content is current, the message conveyed is consistent with the City's message and any applicable policies and procedures, and that the message promotes services, programs and/or events provided by the City and its departments.

4. Users must follow information security best practices when managing Social Media sites.
   a. Do not transmit login or personal information via unsecured networks (unencrypted or untrusted wireless networks).
   b. Do not enter login or personal information on public or untrusted devices.
   c. Maintain secure passwords on individual accounts.
   d. Use individual user accounts that have not been shared when possible.
   e. Notify City of Laurel Department of Information Technology of any possibly security breached to accounts.
   f. When using shared accounts, notify the PIO or Webmaster of any password changes.

5. There is no expectation of privacy when information is posted on a Social Media site and/or transmitted electronically.

6. No Department may establish, use, or terminate an official Social Media account or site without the approval of the City Administrator or his/her designee. To request a new account or permission to terminate an existing site, Department Heads must fill out a Social Media Form and submit it to the City Administrator for approval. The Social Media Form marked as (Appendix A) at the end of this document can also be found on the City of Laurel's Intranet.
7. City Social Media sites must prominently display, on the first page accessible to site visitors, links to the City's official website, www.cityoflaurel.org.

8. All posts shall be checked for proper grammar and the use of spell check is required.

9. Employees must report unauthorized use of City Social Media accounts to their Department Head.

10. Employees must be attentive and careful in their personal use of Social Media. Employees should not present themselves as representing the City or City government, without the express permission of the City Administrator or his/her designee.

UNACCEPTABLE USES

The City considers the activities and uses of Social Media listed below to be unacceptable. Employees are prohibited from engaging in any of them on a Social Media account established by the City.

A. Using Social Media in a manner that violates federal, state, and local laws and regulations, or City policies.

B. Posting on any Social Media site or electronically transmitting messages, images, comments or cartoons displaying threatening or sexually explicit material, epithets or slurs based on race, ethnic or national origin, gender, religious affiliation, disability, sexual orientation or harassing, offensive, discriminatory or defamatory comments.

C. Using Social Media in a manner that:

1. Violates the copyright, trademark, or other intellectual property rights of any person or entity, or otherwise violates their legal ownership interests;

2. Includes ethnic slurs, profanity, personal insults, material that is harassing, defamatory, fraudulent or discriminatory; or other content or communications that would not be acceptable in a City workplace under City policy or practice;

3. Violates the terms of contracts governing the use of any Social Media content, including, but not limited to, software and other intellectual property licenses;

4. Displays sexually explicit images, cartoons, jokes, messages, or other material;

5. Contains confidential or "for official use only" information or information that compromises the security of City networks or information systems. Official use only or confidential information includes, but is not limited to, information that is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or other federal, state, or local laws and regulations (except as permitted under such laws and regulations), as well as Social Security numbers and other personally identifiable information;

6. Violates the terms of use governing the Social Media account.
PERSONAL SOCIAL MEDIA ACCOUNTS

This policy is not intended to govern employees' establishment or use of personal Social Media accounts for personal purposes, outside the workplace and using non-City information systems. However, City employees must be mindful of any Social Media use that might appear to represent the City or appear to have been posted on behalf of the City. In addition, accessing and using personal Social Media Accounts using City equipment/resources or information is subject to City policy.

The following guidelines apply to personal use of Social Media by City employees or contractors working on behalf of the City:

A. City employees have no right to privacy with respect to their personal use of Social Media or personal Social Media accounts accessed by means of City information systems. They should not expect or assume privacy or confidentiality with respect to any such personal Social Media use or Social Media content.

B. Postings and user profiles on personal Social Media accounts must not state or imply that the views, conclusions, statements or other Social Media content are an official policy, statement, position, or communication of the City of Laurel, or represent the views of the City or any City Department Head or employee, unless the City Administrator or his/her designee has granted express permission for that user to do so.

C. Employees who wish to list their employment with the City on their personal Social Media sites must include a qualifying statement in their profile such as "the views I express on this site are my own and do not reflect any official view or position of the City of Laurel." If an employee identifies themselves as working for the City of Laurel in a post, they must make the same disclaimer in that post.

INTERACTIVE COMMUNICATIONS; NOTICES TO SITE VISITORS

A City Social Media site or page may be a "limited public forum" under the First Amendment if visitors to the site are able to post comments or other communications. Where permitted by the operator of the site, the comments and similar functions should be disabled on City Social Media pages unless the City Administrator or his/her designee determines that permitting or encouraging interactive communications with site users is necessary to carry out the business objectives of the City.

If interactive communications (e.g. comments) are permitted, terms of use for visitors to the site must be posted prominently on the site, unless prohibited by the terms of use governing the Social Media account or prevented by the site. Where allowed, the terms of use must include:

A. A clear description of the topics that the site is intended to address and that may be addressed in comments, with a statement that user postings will be removed if they are not directly related to those topics.

B. Statements substantially similar to the following:

1. Communications posted by visitors on this site may not contain ethnic slurs or
profanity, material that is harassing, defamatory, fraudulent, discriminatory or sexually explicit; or any material that infringes upon copyright, trademark or other intellectual property rights. Any such communications may be removed at any time without notice.

2. Any advertisements appearing on the site are not controlled by the City and do not reflect endorsement by the City.

3. Opinions expressed by visitors to the site do not reflect an endorsement or opinion on the part of the City.

4. All postings by visitors to the site may be retained by the City, in its discretion and as required by applicable law or City policy.

5. All postings involving City business are considered public records and are subject to the Maryland Public Information Act, and other public records and disclosure laws, as well as discovery in litigation. This includes, but is not limited to, information made available on their own Social Media and other Internet pages.

6. Visitors to the site should have no expectation of privacy or confidentiality with respect to any content they post to the site, and the City has no responsibility for maintaining any such privacy or confidentiality.

7. The content of communications posted by site users may not be edited or otherwise modified; removal is the only action that may be taken, and then only for communications that violate the terms above.

8. Social Media content is subject to the Records Retention schedule established by the City as approved by the Department of Budget and Personnel Services and the State of Maryland, whether or not the Social Media is currently posted on the agency's site(s). The Department of Communications is responsible for making and retaining such postings, as required by the City's Records Retention Schedule.

COMPLIANCE

Each City Department Head shall be responsible for enforcing compliance with this policy by City employees. Employees, who violate this policy, or any other City policy, may be subject to disciplinary action, to include termination of employment, in accordance with the City's Policy on Disciplinary Policies (#5-003), subject to the provisions of the Law Enforcement Officers Bill of Rights for those employees covered thereby.

If a City contractor or third party user knowingly or negligently commits or permits a material violation of this policy, the City may terminate the contract in accordance with its terms, and/or terminate the contractor's or third party user's access to City information processing facilities, information systems, and information, in addition to any legal or remedial actions the City may take to enforce and protect its interests.

USING SOCIAL MEDIA DURING EMERGENCIES

Social Media can play a significant role before, during and after an emergency to
disseminate information to residents, business owners, visitors and first responders.

A. To ensure that all City information is consistent when the Emergency Operations Center ("EOC") is activated residents should be advised to check the City of Laurel Government Facebook page, @City of Laurel, @Laurelpio, or @LaurelCityOem on Twitter for updates. Each site will post a consistent message during emergencies.

APPROVED: William E. Goddard, III, City Administrator

Date: 9-18-19

APPROVED: Craig A. Moe, Mayor

Date: 9-18-19

THIS POLICY SUPERSEDES ALL RELATED POLICIES
ADOPTED PRIOR TO ITS EFFECTIVE DATE
City of Laurel – Social Media Form – Appendix A
New User/New Social Media Site Processing Form

This form MUST be completed and signed for consideration of new user access to Social Media or to CREATE a new Social Media site. Please return to the Director of Communications who will discuss changes with the City Administrator.

**NEW SOCIAL MEDIA USER**

<table>
<thead>
<tr>
<th>User Last Name:</th>
<th>First:</th>
<th>MI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td></td>
<td>Department:</td>
</tr>
<tr>
<td>Phone/Ext:</td>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>Mobile #:</td>
<td></td>
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</tr>
</tbody>
</table>

**ACCESS TO:**

- [ ] Facebook  
- [ ] Twitter  
- [ ] YouTube  
- [ ] Instagram  
- [ ] Other _________

User’s Certification:

I have read and understand the City of Laurel’s Social Media Policy.

**User’s Signature:** ___________________________  **Date:** ___________________________

**NEW SOCIAL MEDIA SITE**

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First:</th>
<th>MI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td></td>
<td>Department:</td>
</tr>
<tr>
<td>Phone/Ext:</td>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>Mobile #:</td>
<td></td>
<td>Which Social Media Site Would You Like to Add?</td>
</tr>
</tbody>
</table>

Reason for Adding New Social Media Site:

__________________________________________________________________________

__________________________________________________________________________

User’s Certification:

I have read and understand the City of Laurel’s Social Media Policy.

**User’s Signature:** ___________________________  **Date:** ___________________________

**Department Head Signature:** ___________________________  **Date:** ___________________________

Administrative Use Only

Date received in City Administrator’s Office ___________________________
CITY OF LAUREL, MARYLAND
HUMAN RESOURCE POLICY ON
TELEWORKING

EFFECTIVE DATE: August 19, 2020

PURPOSE OF POLICY

The City of Laurel ("the City") recognizes that in this fast-paced and rapidly evolving society, there continues to be a need to consider innovative and alternative means of conducting business. The City believes that the use of non-traditional work programs, such as the Telework Program, can be a valuable motivation and productivity tool if citizen and operational needs are achieved.

The Telework Program provides employees with greater flexibility for maintaining work/life balance. It is an excellent tool to use for staff recruitment and staff retention. Also, the Program supports the City goal to "Go Green" by reducing the number of vehicles on the road for daily commuting. This reduction will help to improve air quality and reduce traffic congestion. Finally, the Telework Program is a means to help ensure that government services may continue to be rendered during emergency conditions.

STATEMENT OF POLICY

The Telework Program will provide employees, according to any limitations imposed by the City Administrator (or designee), the option to work at home or an alternative worksite. Except for Teleworking requests during emergencies as outlined in Section II (Emergency Telework Schedule) of this Procedure, employees may Telework a maximum of five (5) days during each bi-weekly pay period.

Participation in the Telework Program is not a formal employee benefit, but an alternative approach to fulfilling the City’s work program requirements. The City Administrator (or designee) may require employees to Telework during declared health emergencies.

Employees participating in the Program are expected to comply fully with the Program requirements. Department Heads must consult any applicable labor agreements to ensure conformity with the terms of said agreement.

I. DEFINITIONS

Eligible Employee - A permanent full-time classified, full-time exempt service, or part-time City employee. The employee must have completed their probation period, and ratings on their most recent performance appraisal evaluation must be at least satisfactory. The term "employee" or "employees" will be used interchangeably with the term "eligible employee" or "eligible employees" throughout this Policy.
Remote Worksite - A site other than the employee's usual and customary work site. The remote work site shall mean the employee's residence, or any remote office location approved by the City Administrator (or designee).

Telework or Teleworking - The practice of working at home or another worksite instead of physically traveling to the employee's usual and customary worksite.

Telework Eligible - An employee whose assigned work can be performed from an alternate worksite.

Work Plan - A specific set of defined work duties to be completed each time the employee works at a remote worksite.

Routine Telework Schedule - A pre-approved schedule that permits an employee to Telework a maximum of five (5) days per bi-weekly pay period at the sole discretion of the City Administrator (or designee).

Situational Telework Schedule - A pre-approved schedule for a specific occasion or period, where hours worked were NOT part of a previously approved, ongoing, and Routine Telework Schedule. An approved Situational Telework Schedule allows an employee to Telework for a maximum of two (2) days per bi-weekly pay period, unless approved for additional days by the City Administrator (or designee). Examples include, but are not necessarily limited to, individual work assignments or a special request made by an employee and approved by the City Administrator (or designee).

Emergency Telework Schedule - Telework approved by the City Administrator for a certain period, where hours worked were NOT part of a previously approved Telework Schedule. An approved Emergency Telework Schedule permits eligible employees to Telework during City emergencies typically associated with the activation of the City Emergency Operations Center (EOC). The Emergency Telework Schedule is not available for employees when the Mayor has authorized the use of Liberal Leave.

II. PROGRAM DESCRIPTION

A. Routine Telework Schedule

1. An eligible employee wishing to participate in a Routine Telework Schedule must submit the “Telework Request and Agreement” (ATTACHMENT A), via their proper chain of command, to the City Administrator (or designee) for consideration at least four (4) weeks before the effective start date.

2. Employees approved to participate in the Routine Telework Program, are required to complete a “Telework Work Plan” (ATTACHMENT B). The Work Plan must be completed before and immediately following each Telework period. Review and approval of the Work Plan are required by the Employee’s Department Head (or designee).

3. Employees approved for a Telework Schedule must have all necessary tools and equipment available to them at their remote worksite and must present to their
Department Head (or designee) a description of the specific deliverables associated with the Work Plan.

B. **Situational Telework Schedule**

1. An eligible employee wishing to participate in a Situational Telework Schedule will submit the "Telework Request and Agreement" (ATTACHMENT A), via their proper chain of command, to the City Administrator (or designee) for consideration at least twenty-four (24) hours, or as soon as possible, before the effective start date.

2. Employees approved to participate in the Situational Telework Program are required to complete a "Telework Work Plan" (ATTACHMENT B). The Work Plan must be completed before and immediately following each Telework period. Review and approval of the Work Plan are required by the employee's Department Head (or designee).

3. Employees approved for a Telework Schedule must have all necessary tools and equipment available to them at their remote worksite and must present to their Department Head (or designee) a description of the specific deliverables associated with the Work Plan.

C. **Emergency Telework Schedule**

1. An eligible employee who is approved to participate in the Emergency Telework Schedule is required to complete a “Telework Work Plan” (ATTACHMENT B). The Work Plan must be completed immediately following each Emergency Telework period. Review and approval of the Work Plan is required by the employee's Department Head (or designee).

2. Employees approved for a Telework Schedule must have all necessary tools and equipment available to them at their remote worksite and must present to their Department Head (or designee) a description of the specific deliverables associated with the Work Plan.

III. **REQUIREMENTS**

A. **Eligibility**

1. Telework eligible employees may request participation in the Telework Program. Generally, sworn public safety employees will not be eligible. The decision to permit an eligible employee to participate is at the sole discretion of the City Administrator (or designee).

2. To participate in the Telework Program, employees must use a City-issued computer at the remote worksite unless a specific waiver is approved by the Chief Information Officer (CIO).

B. **Request for Participation or Withdrawal from the Telework Program**

1. An employee wishing to participate in the Telework Program will submit the Telework Request and Agreement (ATTACHMENT A), via their proper chain of command, to the
City Administrator (or designee) at least four (4) weeks before the effective date. "Effective Date" means the first day that participation will begin.

2. The Procedure in Paragraph #1 above will also apply for a request to change circumstances under which a prior approval for a Routine Telework Schedule was granted (i.e., change date, location, etc.). For requests relating to a change, "Effective Date" means the first day the change will become active.

3. A request to participate in Situational Telework a must be submitted at least twenty-four (24) hours, or as soon as possible before the day Teleworking is requested.

4. Before participating in any form of Teleworking, an employee must receive written approval from his/her Department Head (or designee).

5. A request to withdraw from the Telework Program may be submitted at any time.

C. Consideration of Employee’s Telework Request

1. The following should be considered when reviewing Telework requests:
   
a. Employee’s area(s) of responsibility;

b. Whether the office will be able to continue to meet its workload requirements. The amount and quality of work produced should not be diminished by granting the Telework request;

c. Whether the employee has access to a City-issued computer at the remote worksite;

d. Whether the employee will be able to access all necessary and required information and technology systems from a remote worksite (consultation with CIO may be required);

e. Ability to maintain proper supervision;

f. Whether granting the request will maintain an appropriate combination of experienced employees with less experienced employees that are present in the office;

g. The need to ensure adequate office coverage during regular business hours;

h. Services to other City departments and the general public. Government services will not be impaired by approving Telework requests; and,

i. Employee work history, including performance deficiencies or discipline issues.

D. Telework Decision Options:

1. Approve Telework Request with or without modification or;

2. Disapprove Telework Request.
3. Any disapproval or modification should be documented and discussed with the employee. The City Administrator (or designee) may modify a prior decision regarding a Telework Request should circumstances warrant.

E. Timeliness in Responding to Requests

1. The City Administrator (or designee) will make reasonable efforts to respond to requests based upon the following recommended periods:

   a. Routine Telework Schedule: at least five (5) working days before the effective start date;

   b. Situational Telework Schedule: as soon as possible.

IV. WORKSPACE

A. The employee's remote workspace will be considered an extension of the employee's City workspace. Before participating in the Telework Program, employees must provide a written description of the intended workspace on the Telework Request and Agreement. The employee's remote workspace should provide adequate work areas (e.g., table or desk), light, telephone service, power, and temperature control. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.

B. The employee agrees to maintain safe conditions, free of hazards, in the remote workspace, and to practice the same safety habits in the designated remote workspace as in his/her office on the City premises. Also, employees agree to maintain a workspace that is conducive to an effective and efficient workspace.

C. Homeowner’s insurance and any changes in rates or coverage are the sole responsibility of the employee. The City is not responsible for any changes in rate or coverage.

V. EQUIPMENT AND SUPPLIES

A. Employees must use City-owned equipment at their remote worksite, with the prior approval of their Department Head (or designee). The equipment will be used for City work only and its use at his/her remote worksite will not impede the work of employees working at City facilities.

B. Employees are to report all damage(s), lost or stolen City IT equipment to their immediate supervisor as soon as possible. Supervisors are to report all lost and stolen equipment to the CIO and the Risk Management Officer utilizing the City’s Notice of Loss or Damage Report Form. A Police Report should be filed on all stolen City IT equipment, and a copy of the Police Report will be provided to the Risk Management Officer.

C. The City will not pay or be responsible for any increase in the employee's home utility costs.

D. Office equipment needed to participate in Teleworking may vary by employee and task. The City will not purchase or reimburse a Teleworking employee for equipment or supplies necessary to function in a Teleworking environment. If permission is granted by the City Administrator (or designee) according to Section IV. A of this Procedure, employees may use their own equipment (e.g., modem, router, answering machine, fax machine,
photocopier, etc.) provided the City incurs no cost. Repair and maintenance of employee-owned equipment is the responsibility of the employee.

E. Employees participating in the Teleworking Program may wish to consult their attorney, tax advisor, or accountant regarding any legal or tax implications as a result of working at a remote worksite.

VI. AVAILABILITY

A. Employees shall remain available during their work hours to answer and respond to phone calls, emails or texts promptly as they would while working from a City facility.

B. Employees are not permitted to leave their remote worksite, except during their lunch break, unless leave has been approved in advance by the Department Head (or designee) and City Administrator (or designee).

VII. LIABILITY FOR INJURY WHILE TELEWORKING

A. An employee participating in the Telework Program may be eligible for disability leave benefits for injuries sustained directly in the performance of the employee's official duties at the remote workplace and alternative worksite. The injury must have occurred while the employee was performing tasks assigned in the employee's position description or tasks that are appropriate to that position.

B. An employee who is injured while engaging in horseplay or injured during a lunch or rest break is not eligible for disability leave.

C. An employee participating in the Telework Program may be covered under Maryland's Workers' Compensation Statute for sustained injuries arising out of and during the performance of official duties at the remote workplace and alternative worksite.

D. Employees are required to report all injuries to their supervisor immediately.

VIII. HOURS WORKED BEYOND REGULAR WORKDAY

A. Employees in the Telework Program recognize that overtime must continue to be specially ordered and approved by their supervisor or Department Head (or designee). Department Heads (or designee) must ensure that the approval of Telework requests do not result in increased overtime/compensatory leave expenditures. This Telework Program shall not in any way alter the overtime provisions outlined in City Human Resource Policies or as provided by any collective bargaining agreement.

B. The current rules shall continue to apply to lunch breaks. Employees cannot save lunch time for stopping work before their scheduled end time.

IX. LEAVE CONSIDERATIONS

A. General

1. An employee's regular work schedule will be adhered to by the employee. Employees are required to work their regular scheduled hours or otherwise account for hours not worked by utilizing approved leave. Unless granted prior approval from his/her
Department Head (or designee), employees must work all scheduled hours associated with their Telework day.

2. Implementation of this Telework Program will in no way change current leave rules except as otherwise stated in this Procedure. The amount of leave charged will be equal to the difference between the number of hours the employee was scheduled to work on that day and the actual number of productive hours worked (if any).

B. Leave Due to Partial Closure

1. Unless otherwise directed, the following will apply:
   a. If a delayed opening for employees occurs on an employee’s Telework day, the employee will begin their workday at the time of the City opening unless otherwise directed. An employee Teleworking during an early closing will be required to stop working at the time of the City closing, unless otherwise directed.

C. City Family Medical Leave (“FMLA”)

1. Employees on intermittent FMLA will follow current leave rules and procedures. Employees on FMLA for continuous periods cannot be required to work while on FMLA and therefore will not be eligible for participation in the Telework Program during these periods.

D. Tardiness

1. Tardiness of more than 15 minutes is to be charged in even increments of a one-quarter hour of annual leave, unless charged as absence without leave by the City Administrator (or designee). Repetitive tardiness may result in revocation of the Employee’s Telework Program participation, in addition to any disciplinary action that may be appropriate.

X. TIME REPORTING

A. An activity code in INCODE Time Entry shall be used to enter all hours worked in the Telework Program.

XI. MODIFICATION, SUSPENSION OR TERMINATION OF TELEWORK PROGRAM

A. The Telework Program can be modified, suspended, or terminated by the City Administrator (or designee). The Department Head (or designee) is authorized to modify, suspend, or terminate the approval of a Telework request.

XII. REVOCATION OF TELEWORK PRIVILEGES

A. In addition to any disciplinary action that may be imposed, participation in the Telework Program may be revoked if an employee violates or abuses the Telework Program. Violations and abuses include, but are not limited to:

1. Failure to continue to provide satisfactory work performance;

2. Engaging in breaks that exceed the authorized time without prior Supervisor approval;
3. Failure to adhere to accurate time reporting;

4. Frequent instances of unexcused tardiness or absences from work; and,

5. Participation in non-work-related activity (excluding defined break periods) during scheduled work hours.

APPROVED: ____________________________  ____________________________
William F. Goddard, III, City Administrator  8-19-2020

APPROVED: ____________________________  ____________________________
Craig A. Moe, Mayor  5-19-2020

THIS POLICY SUPERSEDES ALL RELATED POLICIES
ADOPTED PRIOR TO ITS EFFECTIVE DATE
ATTACHMENTS:

ATTACHMENT A: EMPLOYEE TELEWORK REQUEST AND AGREEMENT

ATTACHMENT B: TELEWORK WORK PLAN

ATTACHMENT C:
POSITION
SUPERVISOR QUESTIONS FOR DETERMINING APPROPRIATENESS FOR TELEWORK
ATTACHMENT A: EMPLOYEE TELEWORK REQUEST AND AGREEMENT

Employee Name: 

Position: 

Remote Worksite Address: 

Remote Worksite Description: 

Voluntary Participation - The Employee voluntarily agrees to work at the approved remote worksite indicated above and to follow all applicable policies and procedures. The employee recognizes that the Telework arrangement is a privilege, not a right.

Salary and Benefits - The Employee understands that a Telework arrangement is not a basis for changing the employee's salary or benefits.

Official Duties - The Employee agrees not to conduct personal business while in an official duty status at the remote worksite (e.g., caring for dependents or making home repairs, etc.).

Leave - The Employee agrees to follow established City procedures for requesting and obtaining approval for leave.

Overtime - The Employee agrees to work overtime only when approved in writing and in advance by the Department Head (or designee) and understands that claimed overtime work without such approval may result in termination of the Telework privilege.

Remote Worksite Costs - The Employee understands that the City will not be responsible for any operating costs that are associated with the use of a remote worksite, for example, home maintenance, insurance or utilities. The Employee also understands that any entitlement to reimbursement for authorized expenses incurred while conducting business for the City, as provided for by statute or regulation, is not relinquished by this agreement.

Equipment/Supplies - The employee agrees to protect any City-owned equipment and to use the equipment only for official purposes.

Current Daily Work Schedule: Arrival Time: _______ Departure Time: _______

Requested Schedule:

- Routine Schedule: 

- Situational Schedule: 

Telework Dates: (Week One)
Monday: __________________________
Tuesday: _________________________
Wednesday: _____________________
Thursday: _______________________
Friday: _________________________

Telework Dates: (Week Two)
Monday: __________________________
Tuesday: _________________________
Wednesday: _____________________
Thursday: _______________________
Friday: _________________________

Telework Dates: (Week Three)
Monday: __________________________
Tuesday: _________________________
Wednesday: _____________________
Thursday: _______________________
Friday: _________________________

Telework Dates: (Week Four)
Monday: __________________________
Tuesday: _________________________
Wednesday: _____________________
Thursday: _______________________
Friday: _________________________

I have read and understood the City of Laurel Telework Program Procedures and Requirements. I request to participate in the Telework Program:

Employee Signature & Date: ________________________________

Department Head (or designee) Approval & Date: ____________________________

City Administrator (or designee) Approval & Date: ____________________________
ATTACHMENT B: TELEWORK WORK PLAN

Employee Name:___________________________________________

Position:_________________________________________________

- This Work Plan is intended to clearly define work expectations each time the employee works at a remote worksite. The Assignments and Specific Deliverables sections must be completed and signed by both the employee and the Department Head (or designee) **before** each Telework period.

- After the Telework period, the employee must provide the completed Work Plan outlining the completed deliverables to the Department Head (or designee). The Employee and Department Head (or designee) will initial the “Acknowledgment of Completion” section acknowledging satisfactory completion of the assignments performed while teleworking.

- Employees who fail to complete this process and fail to complete the assignments to the satisfaction of the City Administrator (or designee) will not be permitted to continue to Telework. Failure to complete work assignments may negatively impact the employee's performance rating, and result in disciplinary action.

- **Assignments:**

- **Specific Deliverables:**

- **Acknowledgment of Completion:**

  Signatures Required before each Telework Day               Date:_________________________________________________

  Employee:_____________________________________________          Department Head:____________________________________
ATTACHMENT C: SUPERVISOR GUIDELINE QUESTIONS FOR DETERMINING POSITION APPROPRIATENESS FOR TELEWORK

Please circle "Yes" or "No" for the following questions:

- Does the position require the employee to have daily face-to-face interaction with co-workers or customers?
  - Yes
  - No

- Does the employee occupying the position require immediate feedback or the presence of a supervisor?
  - Yes
  - No

- Is there a significant degree of independent thinking for the employee occupying the position?
  - Yes
  - No

- Will the absence of the employee from the office adversely affect the organization, department assignment/projects, customer relations, or other work units?
  - Yes
  - No

- Does the employee occupying the position have clear work objectives?
  - Yes
  - No

- Does the employee occupying the position have a degree of ability to control and schedule their work?
  - Yes
  - No

- Is there a significant degree of work that must be coordinated with other co-workers?
  - Yes
  - No

- Is there a significant degree of in-office reference materials required?
  - Yes
  - No