

City of Richmond Administrative Manual

City of Richmond Telework Agreement

Telework is working at a location other than a conventional office. Telework is an option that management may choose to make available to employees when appropriate. It is not a universal employee benefit; employees do not have a “right” to telework and this work option may be terminated by either the employee or the City at any time.

This Agreement specifies the conditions applicable to an arrangement for performing work at an approved alternate non-City workplace and incorporates herein, agreement to adhere to all provisions specified in the City’s Telework Policy. I [the employee] understand that all obligations, responsibilities, terms and conditions of employment with the City remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement and within the City’s Telework Policy. I understand this Agreement does not provide an ability to alter/modify my hours of work without prior written approval nor does it allow for overtime to be worked without advanced approval from my supervisor.

The following conditions for telework must be agreed to by the employee, the employee’s supervisor/manager, and department head (or his/her designee) in advance of an employee beginning to telework. The conditions must be revisited and agreed to on an annual basis.

Section 1: Teleworker Information

Employee Name

Employee ID

Department

Supervisor/Manager’s Name

The parameters of this Telework Agreement are valid for the following period of time, unless terminated early by the department:

Initial Trial Period 3-6 months

____/____/____ to ____/____/____

Annual Recertification & Renewal

Limited to 12 months

____/____/____ to ____/____/____

Section 2: Telework Schedule

It is understood that telework days must be scheduled in advance and approved by the supervisor/ manager. At certain times, it may be necessary for the telework schedule to be revised to ensure critical deadlines are met or to attend meetings. Any changes by the employee in the agreed upon schedule must be pre-approved, and when permanent, documented and appended to the Telework Agreement.

The following telework schedule is being established:

Regularly Assigned Worksite:	Approved Alternate Worksite Address:
Type of Telework Assignment: <input type="checkbox"/> Regular and Recurring <input type="checkbox"/> Situational	Regular and Recurring Telework Schedule: <input type="checkbox"/> ___ Number of days per week or pay period <input type="checkbox"/> ___ Number of days per month

Telework Days of Week/Month	Monday	From: _____ To: _____
	Tuesday	From: _____ To: _____
	Wednesday	From: _____ To: _____
	Thursday	From: _____ To: _____
	Friday	From: _____ To: _____
	Saturday	From: _____ To: _____
	Sunday	From: _____ To: _____

The employee agrees to complete assignments by the agreed upon delivery dates. The employee further agrees to report all time spent teleworking honestly and accurately. The supervisor/manager will provide the teleworker/ employee with all work assignments.

Section 3: Equipment

	Personal	City-Supplied
Laptop	<input type="checkbox"/>	<input type="checkbox"/> Serial No. _____
Tablet	<input type="checkbox"/>	<input type="checkbox"/> Serial No. _____

Cell Phone	<input type="checkbox"/>	<input type="checkbox"/> Serial No. _____
Printer	<input type="checkbox"/>	<input type="checkbox"/> Serial No. _____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/> Serial No. _____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/> Serial No. _____

Section 4: Communications Expectations

- Employee will generally return calls from the office within _____ minutes
- I agree to provide updated contact information (both personal and/or cell phone numbers) to my supervisor. Phone number: _____
- Specify: back-up and emergency contacts plans, when and how often calls/emails/communication are to be returned, during what time frames, and how (phone, text, e-mail, fax, etc.):

- Other: _____

Section 5: Daycare / Dependent Care

- I have dependents, but I have arranged care either inside/outside of the home and verify that my dependent care responsibilities will be conducted by someone other than me when I am working and at work and will not interfere with my work responsibilities.
- I do not have dependents who reside in the home.

Section 6: Departmental Conditions

Duties/Expectations Productivity

Additional Departmental Conditions (if applicable)

Section 7: Employee Agreements and Acknowledgement

I agree with and understand the following conditions:

- To remain accessible during designated work hours, and understand that management retains the right to modify or revoke this Agreement on a temporary or permanent basis.
- To use City-owned records, and materials for purposes of City business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure.
- Use of City-owned equipment for incidental personal use, shall not interfere with the business use of the equipment.
- To report to the supervisor instances of loss, damage, or unauthorized access, use, destruction, loss, theft, or disclosure at the earliest opportunity.
- To return City equipment, records and materials within 5 calendar days of termination of this agreement.
- All equipment, records and materials provided by the City shall remain the property of the City.
- It is important to maintain a safe and secure working environment.
- I am responsible for arranging the approved off-site workspace in an ergonomically sound manner and that I am able to request ergonomic assistance through my supervisor and/or chain of command.
- To report any work-related injuries to the supervisor at the earliest opportunity.
- To hold the City harmless for injury to others at the alternate workplace.
- My personal vehicle will not be used for City business unless authorized by the supervisor.
- Any costs and expenses arising from the conduct of City business in my personal home (e.g. electricity, heat, water, connectivity/computer related charges) is paid at the employee's expense.
- I will maintain of auto liability insurance in accordance with the City's policy.
- I am responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.
- The City is not obligated to approve a proposal for a teleworking work agreement for any employee. The decision is at the sole discretion of my department head or designee.
- This agreement and work schedules are subject to ongoing review and may be subject to modification or termination at any time based on performance concerns or business needs.
- Whenever practical, the City shall give a minimum of ten (10) calendar days' notice when revoking or modifying a telework agreement.

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- I am responsible for adhering to all City and department rules, policies, regulations and laws
- That I may have to come into the office on an assigned telework day.
- I am responsible for the cost to travel/commute to the office.
- I am responsible for maintaining City equipment/materials entrusted to my care.
- City equipment and supplies will be used for City business purposes.
- I shall not bring clients, customers, vendors or other persons into my home to conduct City business.
- I have arranged care either inside/outside of the home and verify that my dependent care responsibilities will be conducted by someone other than me when I am working and will not interfere with my work responsibilities.
- All documents, including emails, correspondence, memos etc., that employee sees, sends, receives, reviews etc., while working for the City belong solely and exclusively to the City. When employee separates employment with the City, employee is required to return all such emails, correspondence, memos etc., with the City. If employee fails to comply with this agreement, employee agrees that the City is entitled to entry of an injunction or specific performance or conversion order in a Court of competent jurisdiction requiring employee to return any such documents.

I hereby affirm by my signature that I have read the City’s Telework Policy and this Teleworking Agreement, and understand, agree to, and will abide by all of the outlined provisions.

Employee Signature

Date

Section 6: Approval

The employee is authorized to telework per the terms of the City’s Teleworking Policy and the specific terms of this Telework Agreement.

Supervisor’s Name

Supervisor’s Signature

Date

Department Head’s Name

Department Head’s Signature

Date

ROUTING:

- Original to Personnel File
- Human Resources
- Information Technology Dept.

- Department Head
- Supervisor
- Employee