

ADMINISTRATIVE POLICY

#2020-003

FROM: Dana Smith, City Manager

RE: Telecommuting/Remote Work: Response to COVID-19

DATE: March 15, 2020



The novel coronavirus (COVID-19) outbreak has developed into a public health emergency throughout the United States and we now have six confirmed cases in Montana. The health and well-being of our employees and community members is our top priority. While most individuals will experience mild symptoms, there are employees and members of our community who are more vulnerable to serious complications from COVID-19. Therefore, we must all take action to help prevent and slow the spread of the virus, which may in the future include the closure of certain offices.

All employees are to continue to report to work as normal unless otherwise notified.

However, if the situation arises that requires an employee to be quarantined, remain at home to care for a child, or City facilities are closed to prevent the spread of COVID-19, voluntary telecommuting on a temporary short-term basis may be approved.

To request a temporary and short-term telecommuting arrangement, an employee must notify his or her Supervisor and the Department Director. The Supervisor and Department Director will determine if the employee's position is conducive to working remotely. If the Department Director does not find the position conducive to telecommuting the Department Director will document the reasons for denial and provide a copy to the City Manager and Human Resources Director. If the Department Director finds the position to be effective in a telecommuting arrangement then he or she will provide a recommendation for the employee to telecommute that includes the estimated duration, hours to be worked, a general work plan, and technology needs to the City Manager and Human Resources Director. Upon approval, the employee will be notified of the telecommuting requirements. At any time, the City may revoke the telecommuting arrangement and require the employee to return to the workplace.

During telecommuting arrangements, employees may be required to detail on their timesheets the work completed during the hours reported and communicate frequently with his or her supervisor. It is expected that all employees accurately report hours worked and coordinate interruptions with his or her supervisor. Telecommuting brings with it unique responsibilities and advantages that should not be abused or misused.

The City will not reimburse an employee for the use of the remote office space including, personal equipment and supplies. Certain equipment and supplies will be allowed to be checked out from City facilities as determined by his or her supervisor and the Information Technology Office.

Due to the rapidly changing situation revolving COVID-19, employees are encouraged to discuss these arrangements with his or her supervisor in advance to provide adequate time for preparations and the approval process.