

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 11-2024**

**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO ADOPT A
TELECOMMUTING POLICY FOR TOWN EMPLOYEES**

WHEREAS, the Town Council of Centreville recognizes the need to set policy for the purposes of Town employee telecommuting purposes;

WHEREAS, the Town Council of Centreville concurs with the recommendations of this Resolution:

BE IT RESOLVED BY THE TOWN COUNCIL OF CENTREVILLE:

Section 1. The Town Council of Centreville approves the Telecommuting Policy attached hereto as “Exhibit A.”

Section 2. The date of passage of this Resolution is _____.

ATTEST:

THE TOWN COUNCIL OF CENTREVILLE

R. Gaye Adams, Town Clerk

Ashley Heffernan Kaiser, Esq., President

Eric B. Johnson, Jr., Vice President

Daniel B. Worth, Member

Jim A. Beauchamp, Member

Jeffrey D. Kiel, Member

EXHIBIT A

Title: Telecommuting Policy	Resolution: 11-2024
Approved:	Revised:
Policy #: 300-305	Form(s): 23-005; 23-006

1. Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Town of Centreville considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not an agencywide benefit, and it in no way changes the terms and conditions of employment with the Town of Centreville. Each request for telecommuting will be decided on an individual basis taking into consideration the guidelines set forth herein and most importantly the Town's needs. The selection of employees for a telecommuting arrangement is not based on any employee's race, color, national origin, sex, gender or gender expression, marital status, sexual orientation, disability, or any other legally protected status.

2. Procedures

- a. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
 - i. Informal telecommuting arrangements. Arrangements must be pre-approved by the employee's supervisor. Employees must document on their timesheet for each pay period where telecommuting was worked.
 - ii. Formal telecommuting arrangements. Eligible employees must submit a completed Telecommuting Application HR Form #23-005 to their supervisor and human resources for approval. If approved, then a telecommuting agreement will be prepared by human resources and signed by the employee and his or her supervisor.
- b. Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the employee or the supervisor. Every effort will be made to provide 30 days' notice of such changes to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

3. Eligibility

- a. Individuals requesting formal telecommuting arrangements must be employed with the Town for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

- b. Before entering into any telecommuting agreement, the employee, his or her immediate supervisor, and department head, with the assistance of human resources, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - i. Employee suitability. The employee and his or her supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - ii. Job responsibilities. The employee and his or her supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - iii. Tax, insurance, and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- c. If the employee, immediate supervisor, and department head agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.
- d. Evaluation of telecommuter performance during the trial period will include a minimum of regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.
- e. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

4. Equipment

- a. On a case-by-case basis, the Town will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Town of Centreville accepts no responsibility for damage or repairs to employee-owned equipment. The Town of Centreville reserves the right to make determinations as to appropriate equipment subject to change at any time. Equipment

supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Town property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Town property will be returned to the Town, unless other arrangements have been made.

- b. The Town of Centreville will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Town of Centreville will also reimburse the employee for business-related expenses, such as telephone costs (if preapproved) and shipping costs, that are reasonably incurred in carrying out the employee's job. It is the employee's responsibility to provide their supervisor with receipts and any other information to justify the reimbursement.
- c. The employee will establish an appropriate work environment within his or her home for work purposes. The Town of Centreville will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

5. Security

- a. Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Employees must keep confidential documents and information securely stored and prevent unauthorized access to Town information and resources. Steps include but are not limited to the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.
- b. Telecommuting 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.
- c. Any suspected loss or theft of Town documents, materials, or information, as well as any suspected hacks or breaches of security, shall be reported to their supervisor immediately.

6. Safety

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Town of Centreville will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Town's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

- b. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

7. Time Worked

- a. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Town's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- b. Telecommuting employees who are exempt will be required to provide their supervisor with project/task goals and timelines with weekly status updates. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- c. Telecommuting employees shall notify their supervisor of any changes to their work week such as for sick time, compensatory time, and vacation time in accordance with standard Town policies and procedures.

8. Ad Hoc Arrangements

- a. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
- b. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
- c. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Town.