



City Manager's Approval: _____

THE CITY OF
POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

TELECOMMUTING POLICY

I. PURPOSE

During the COVID-19 health crisis, City management determined that working remotely was a viable temporary measure to help reduce any potential exposure to COVID-19 in the workplace and minimize its spread. The purpose of this policy is to terminate any and all Temporary Remote Work Agreements that existed between employees and their respective departments, and to formally establish a citywide Telecommuting Policy.

II. APPLICABILITY

This Policy applies to all full time employees, whose job functions may be performed from home or an alternate location. Part time employees are excluded from any telework opportunities.

III. POLICY

City of Pomona personnel are expected to report daily to their respective work location as scheduled.

Telecommuting may be utilized when a critical work task or project is required and the only available means to fulfill the function is through a short term telecommuting assignment. The City of Pomona considers the ability to telecommute solely a management option, not an employee right. The City Manager, at the recommendation of the Human Resources/Risk Management Director, possesses the discretionary authority to approve departmental requests for telecommuting. When warranted, the City of Pomona may determine Retired Annuitants, with unique knowledge, skills, and abilities eligible to telecommute under this policy.

Temporary telecommuting arrangements may be approved for circumstances such as special projects, business travel, or inclement weather. Telecommuting will not be approved when requesting to use in connection with Family Medical Leave requests nor absences when an employee(s) needs to be home to care for an ill family member. Regular leave policies and procedures should be followed for employees who are unable to report to work. It is the responsibility of each Department Director to ensure the application of this Policy.

Telecommuting Policy (Continued):

IV. PROCEDURE

All telecommuting requests, must be made in writing by the Department Director, or designee, and then forwarded to Human Resources for review. If approved, the duration cannot exceed 2 weeks in any 12 month period.

Before a telecommuting request can be approved, the Department Director, or designee, will evaluate the suitability of the request based on:

1. Departmental need and employee compliance.
2. Job responsibilities and duties appropriately done by telecommuting.
3. Equipment necessary to perform job via telecommuting.
4. Schedules and communications (Work hours and accountability).
5. Safety of employee – safe, secure and ergonomic work environment.
6. Information security.
7. Ending a telecommuting assignment and impact on continued need.

If approved, the employee agrees to:

1. Remain accessible during employee's normally scheduled work hours of operation.
2. Have the ability to communicate with City staff.
3. Maintain a safe, secure, and ergonomic workspace in their home and report work related injuries to employee's supervisor immediately. The City's worker's compensation liability for injuries are confined to the designated workspace and to injuries which occur during the work hours.
4. Hold the City harmless for injury to others at the alternate work site.
5. Take rest and meal breaks while working remotely in full compliance with applicable policies or collective bargaining agreements.
6. Telecommuting employees will be expected to ensure the protection and security of City information and City property.
7. Requests for use of vacation, sick, or other leave may terminate a telecommuting arrangement based on City need.

V. ACTION

This Policy is effective this date.