

## Telework Overview for Employees

The City of Minneapolis has policies and procedures to support you in having a schedule, location or method of working that differs from the standard. This is called an **alternative work arrangement** or AWA. Examples include compressed workweeks, flextime, job-sharing, gradual retirement and telework.

This is a quick guide to **telework** arrangements. Also known as **remote working**, telework is a type of AWA that enables you to use technology to work from a place that is not standard for your role, such as your home or a mobile workplace.

### Things to Know

- ✓ You must get advance approval from your supervisor in order to telework.
- ✓ Remote working is not right for every person or every job. There's no guarantee your request will be approved and there is no appeals process
- ✓ It's possible to combine telework with another type of AWA to create a work arrangement that works for you and the City. Talk to your supervisor.
- ✓ Remote workers must comply with all telework policies and procedures.
- ✓ Workplace includes in the office, in the field, or representing the City within the community.

### Telework Options

The City supports two different telework arrangements that are based on how you divide your work hours between a City workplace and your remote work location:

1. **Remote:** You regularly work at a remote location that is not a City workplace.
2. **Hybrid:** You regularly spend some time working in a City workplace and some time remotely.

Telework doesn't change the basic terms and conditions of employment. Your salary, benefits and work status won't change. Remote workers must follow all City policies and rules.

### Telework Requests

You must get advance approval in order to telework. To apply, complete the **Employee Request for AWA** form in City Life under the Employee Change category.

Your supervisor and/or department head will decide whether to approve your request. They will consider factors related to your job or role, and to you as an individual.

Considerations related to your job	Considerations related to you
<ul style="list-style-type: none"> <li>○ Whether it can be done remotely using available technology</li> <li>○ Amount of face-to-face contact required</li> <li>○ Time spent managing people vs. projects</li> <li>○ Time spent performing repetitive tasks</li> <li>○ Uninterrupted quiet time required</li> </ul>	<ul style="list-style-type: none"> <li>○ Length of employment</li> <li>○ Past job performance and reliability</li> <li>○ Ability to meet deadlines</li> <li>○ Proficiency with technology</li> <li>○ Ability to communicate effectively</li> <li>○ Capacity to provide acceptable level of service from a remote location</li> </ul>

### Technology Considerations

If your request is approved, **your management will determine the City-owned equipment and supplies you'll get** for only one work location – either your remote location or a City workspace. These typically include a computer with virtual private network (VPN) access, Microsoft Teams and other software required for your job, and possibly telecommunications equipment. The City may also provide other equipment and supplies, depending on your job requirements.

The City doesn't provide, pay for or reimburse you for Internet service to enable you to work at your home or other remote location. The City also doesn't provide a printer for your remote worksite, nor does the City provide ink, toner, paper or technical support for a printer you own.

### Workspace Considerations

- **For a more ergonomic workspace employees may use the following information.** We offer an ergonomic training course that covers home offices. Please find the training here. (For more information see the [Ergonomics Program](#) on City Talk.)
- **Remember that all documents, reports, data or software products you create in your job belong to the City.** You'll be responsible for securing and preventing unauthorized access to all data you use to do your job and, as a teleworker, you will continue to follow all policies, laws and rules regarding data privacy.
- **You may not hold any in-person client or customer meetings in your home.** Doing so will be cause to discontinue your telework arrangement and could lead to a disciplinary action up to and including suspension without pay or terminating your employment.
- **You are responsible to ensure that homeowners or renters insurance coverage is in place to cover your risks while working remotely.** If you have a concern regarding an injury or damage to your home, please consult your supervisor and human resource business partner.