

CITY OF STAMFORD
TELECOMMUTING PROGRAM
GUIDELINES AND APPROVAL FOR PARTICIPATION

When a telecommuting assignment is implemented, the following conditions will apply:

1. Telecommuting is entirely voluntary and may be terminated by the employee or the City at any time.
2. The duties, obligations, responsibilities and conditions of a telecommuter's employment with the City remain unchanged. Employee's salary, retirement, benefits and City-sponsored insurance coverage shall remain unchanged.
3. Work hours, overtime compensation and vacation schedule will conform to existing City policies, and to the provisions and terms of the employee's collective bargaining agreement, or as otherwise agreed upon between the City and the Union. Where a specific provision of the collective bargaining agreement conflicts with policy, the contract will prevail.
4. For the purpose of defining the employee's job period during which the employer has liability for job and related accidents or illnesses, and during which worker's compensation laws apply, it is understood that the employee's work hours will conform to a schedule agreed upon by the telecommuter and his/her manager and approved by the Director of Human Resources and the Union.
5. If a schedule has not otherwise been agreed upon, the employee's work hours while telecommuting are assumed to be the same as before beginning to telecommute.
6. A designated work space shall be maintained by the telecommuter at the alternate work location. This work space shall be maintained in a safe condition, free from hazards and other dangers to employee and equipment. Worker's compensation liability will be as provided by law.
7. The employee remains liable for injuries to third persons and/or members of employee's family on employee's premises.
8. The use of software, data or supplies, when provided by the City for use at the remote work location, is limited to authorized persons and for purposes relating to City business. The use of City materials in the remote work location is subject to the same regulations as their use in the on-site office.
9. Employees are responsible for providing office and computer equipment at the home work site. The employee is responsible for maintenance and repair of his/her equipment. The City may, on a case by case basis, provide office or computer equipment. In such instances, the conditions for use and maintenance of said equipment shall be worked out between the City and the Union.

10. Supplies required to complete assigned work at the alternate location should be obtained during one of the telecommuter's in-office visits. Out-of-pocket expenses for supplies normally available at the employee's regular office will not be reimbursed.
11. Request to work overtime, use sick leave, vacation or other leave must be approved by the employee's supervisor in the same manner as when working in the on-site office.
12. Employees who telecommute are required to utilize City payroll record procedures to report hours worked at home.
13. Employees who telecommute are required to participate in all studies, inquiries, reports or analyses relating to telecommuting for the City. While the employee's individual responses shall remain anonymous, the data may be compiled and made available to the general public without identification of employees. In the event employees are required to participate in such activities, employees will be paid for such time.
14. Employees remain obligated to comply with all City rules, policies, practices and instructions.
15. Individual tax implications related to the home work space shall be the responsibility of the telecommuter. Employees are advised to consult a tax expert.
16. With reasonable notice, the City may make on-site visits to the employee's home to determine that the work site is safe and free from hazards and to maintain, repair, inspect or retrieve City-owned software, data, equipment and/or supplies.
17. By signing below, the employee acknowledges receipt of this telecommuting policy and agrees to comply with all provisions contained herein. Failure on the part of the employee to comply with all provisions set forth above may result in termination of the employee's participation in the telecommuting program and/or disciplinary action.

The above material has been discussed with me.

Employee

Date

I have reviewed the above material with _____ prior to his/her participation in the City's telecommuting program.

Supervisor Date

The above employee has been approved for participation in the telecommuting program.

Director Date

Director of Human Resources Date

Union Date