



City of Annapolis

COVID-19 Temporary Teleworking Agreement

The City’s goal is to protect its employees and citizens by enabling social distancing and allowing Appointing Authorities or their designee to authorize telework by employees under certain conditions in order to mitigate opportunities for the spread of coronavirus and COVID-19.

The purpose of this COVID-19 Temporary Teleworking Agreement (“Agreement”) is to provide work expectations for each occurrence of an employee working at a remote workplace. The attached Temporary City Telework Policy Related to COVID-19 (“Temporary Telework Policy”) fully outlines the conditions applicable to an arrangement for performing work at a remote workplace, and must be fully reviewed prior to submitting this Agreement to your supervisor.

Seven (7) hours will be worked each workday. Work time may occur during the employee’s normal work hours or anytime between 12 a.m. (midnight) and 11:59 p.m. This will allow employees to provide care for children or other adults who may be at home and require the employee’s care and attention. Shift differential pay will not be paid if an employee chooses to work hours outside of normal work hours.

Your total number of work hours are not expected to change during the Agreement, and you will be responsible for providing your supervisor a copy of a complete log of your time spent teleworking at the end of each week. Overtime is not permitted unless preapproved by your Appointing Authority.

While teleworking, you are bound by all applicable City of Annapolis personnel rules and regulations, as well as applicable City and State laws and regulations. Unless leave had been approved, only official duties may be performed and employees must refrain from conducting personal business while teleworking.

All normal City personnel policies remain in place. If you are unable to work, you must request and be approved for leave. If you become sick while teleworking and your illness prevents you from working, you may use sick leave. If you become sick but wish to work, you may continue to do so while teleworking to the extent you are able.

This Agreement requires you to:

1. Be accessible via telephone, teleconferencing, and/or e-mail.
2. Regularly check voicemail and timely respond to messages and e-mails while teleworking.
3. Maintain the security of confidential and sensitive information and protect department/office records from unauthorized disclosure.
4. Provide a log of time spent teleworking at the end of each week.

Revocation of telework privileges may occur at the sole discretion of the Appointing Authority if an employee fails to comply with the Temporary Telework Policy or this Agreement. Nothing in this Agreement precludes the department or office from taking any appropriate action, up to and including termination, against an employee for failing to comply with the provisions of the Temporary Telework policy or this Agreement.

Employee’s Name

Employee’s Signature

Date

Appointing Authority’s Name

Appointing Authority’s Signature

Date

<p>Initial below to confirm that your contact information is up to date with Human Resources.</p> <p>_____</p> <p>Initials</p>
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