



City of Annapolis

Temporary City Telework Policy Related to COVID-19

Issued: March 15, 2020

Effective: Immediately

I. Policy

- A. In order to reduce the spread of COVID-19, it is the policy of the City of Annapolis to allow certain employees to telework. Telework is not suitable for all employees and/or positions. Telework shall be voluntary under a declared State of Emergency or unless specifically stated otherwise by the Appointing Authority.
- B. The Appointing Authority may determine that telework has an adverse impact on the department or office operations or emergency support functions and may decline to permit or may terminate telework arrangement(s) at any time.

II. Scope

- A. Telework is an arrangement between an employee and his/her Appointing Authority that allows an employee to work at a remote work place for part of his/her regular work week as long as teleworking does not negatively impact the employee's productivity or adversely affect the efficient operation of the department or office.
- B. If approved for telework, employees are expected to telework as if reporting to work as usual unless he/she is sick, on approved leave, or as otherwise directed by the Appointing Authority.

III. Authority

- A. Except as otherwise provided herein, the Appointing Authority has the authority to implement all, or select, provisions of this policy and to grant exceptions on a case-by-case basis in order to ensure its use in the intended manner and to meet the unique operational requirements of any situation.
- B. Departments and offices should develop written plans and/or procedures consistent with this temporary policy to address employee communication and unique staffing and mission essential needs.

IV. Employee Participation

- A. This temporary policy applies to all civil service, exempt, and other excluded service employees ("employees" or "teleworkers") that have the requisite knowledge of the job to work independently. The Appointing Authority will determine which employees are in positions suitable for teleworking.
- B. Probationary employees and employees in public safety positions are not eligible to telework.
- C. In order to be eligible to telework, the employee must have received an overall "satisfactory" or better rating on his/her performance evaluation immediately preceding the request to telework and must maintain overall "satisfactory" or better ratings during the telework period.
- D. The employee shall be required to submit a Teleworking Agreement to the Appointing Authority prior to being approved to telework. A Teleworking Agreement is also required if the Appointing Authority institutes mandatory telework.
- E. The Appointing Authority may declare additional employees as quasi-essential and essential when necessary to avoid or mitigate serious damage to public health, safety, or welfare.
- F. The Appointing Authority is responsible for insuring adequate coverage.

V. Employment Conditions

- A. Seven (7) hours will be worked each workday, but work time may occur anytime between 12 a.m. (midnight) and 11:59 p.m. because children or other adults may be at home that require the employee's care and attention. Shift differential pay will not be paid to an employee, however.
- B. All normal policies associated with leave usage remain in place. If a teleworker is unable to work, he/she must request and be approved for leave. If the teleworker becomes sick while teleworking and his/her illness prevents him/her from working, he/she may use sick leave. Teleworkers are required to provide medical certification upon his/her return to telework for any absence of three (3) or more consecutive days of sick leave. If a teleworker becomes sick, but wishes to work, he/she may continue to do so while teleworking to the extent that he/she is able.
- C. While teleworking, the employee remains bound by all applicable City of Annapolis personnel rules and regulations, as well as applicable City and State laws and regulations. Unless leave has been approved, only official duties may be performed and employees must refrain from conducting personal business while teleworking.
- D. Appropriate disciplinary action may be taken against a teleworker for failing to comply with the provisions of the Teleworking Agreement or for violating any other personnel law, rule, regulation, or policy.
- E. The teleworker is covered under Maryland's Workers' Compensation law for injuries occurring in the course of the actual performance of official duties at the remote workplace. In the event of a job-related accident at the remote workplace, the teleworker must immediately report the incident to his/her supervisor.
- F. The City is not liable for damages to the teleworker's personal or real property while the teleworker is working at the remote workplace.

VI. Compensation

- A. A teleworker's pay and benefits are unaffected by participation in the temporary telework program.
- B. Teleworkers are not authorized to work overtime at the remote workplace unless preapproved by the Appointing Authority.

VII. Supplies and Equipment

- A. The teleworker must have a designated work area with appropriate furniture, tools, and supplies to perform assigned telework tasks at the remote workplace. The teleworker's employing department or office will provide standard office supplies (pens, paper, pencils). Out-of-pocket expenses will not be paid or reimbursed by the City of Annapolis.
- B. At the teleworker's own expense, the teleworker will provide their own computer hardware, fax (if applicable), software, virus protection, and Internet link.
- C. The teleworker is responsible for providing a telephone, cell phone, or alternate means of immediate communication. Long distance calls are the responsibility of the employee.
- D. Teleworkers should consider consulting with their insurance agent and tax consultant for information regarding the home workplace. Individual tax implications, auto and homeowners insurance, and incidental residential utility costs are the responsibility of the teleworker, and not the City.
- E. Equipment maintenance is the responsibility of the teleworker.
- F. The City is not responsible for loss, damage, or wear and tear of teleworker-owned equipment. Repair and/or replacement costs and liability for privately owned equipment and furniture used during teleworking is the responsibility of the teleworker.

VIII. Cybersecurity and Integrity

- A. All teleworkers are responsible for the safety and security of all City confidential data and information. A teleworker must protect the privacy and security of City resources and information. This includes establishing appropriate passwords for all confidential information that could be obtained from a laptop.
- B. Restricted-access materials shall not be removed from the central worksite or accessed by the teleworker electronically from the alternate remote workplace unless authorized in advance by the Appointing Authority.
- C. Persons other than the teleworker shall not be given access to City information or resources.
- D. Products, documents, and records used, developed, or revised while teleworking shall remain the property of the City and are subject to the City's policies regarding confidentiality and records retention requirements.

- E. Teleworker positions that have security and/or confidentiality requirements must follow established policies and procedures to guarantee protection of confidential information. Procedures may include a locked or secure workplace, the use of computer access passwords, or restricted use of files at the teleworker's remote workplace.

IX. Schedules and Accessibility

- A. While teleworking, the employee must be accessible via telephone, teleconferencing, and/or e-mail. Teleworkers must also regularly check voicemails and timely respond to messages and e-mails. An agreement between the teleworker and the Appointing Authority will address how to handle telephone messages and the need for the forwarding of telephone calls from the work phone to a remote workplace phone. The teleworker's remote workplace phone number will only be provided to the Appointing Authority or where it is in the public interest to provide the number.
- B. Teleworkers will attend any meetings, training sessions, and/or conferences as requested by the Appointing Authority. The teleworker may be requested to attend short notice meetings; however, the Appointing Authority may use telephone conferencing as an alternative to requesting attendance at short notice meetings.
- C. The employee must keep a complete log of his/her time spent teleworking and must provide his/her supervisor or Appointing Authority a copy of this log at the end of each week.
- D. Work schedules must be in compliance with Fair Labor Standards Act (FLSA) regulations and the City Code. The employing department's work week schedules, meetings, consultations, presentations, and conferences will be taken into consideration when approving the teleworker's schedule.
- E. The Telework Agreement may be reviewed by the Appointing Authority at any time and revised as necessary.

X. Employee Attendance

- A. Failure to telework or to perform assigned duties as required may result in disciplinary action, up to and including termination from employment.
- B. An Appointing Authority may alter an employee's telework schedule, telework location, or duties according to current law and policy in order to meet the needs of the department or office, or to promote standards and guidance to prevent or mitigate emerging threat(s).

Issued by: 
David Jarrell, City Manager

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