

City of Little Rock Telework Agreement

Employee Name:

Employee ID:

Date:

Department/ Division:

Work Location:

Supervisor Name/Title:

Teleworking at the City of Little Rock (“City”) is the practice of working at home or another alternative work location instead of the City’s Department office location. It is a work alternative arrangement that the City offers to eligible employees when it would benefit both the City and its employees.

Not all positions are suited for telework. Those positions responsible for providing in-person customer service, direct handling of secure materials determined to be inappropriate for telework by the Department Director, or requiring on-site presence are not suited for telework. Telework is a privilege which may be granted in accordance with the City’s *Telework Policy*. Determinations will be made by the Immediate Supervisor/Manager and Department Director.

Employees who telework shall adhere to the City’s policy and procedures governing telework as well as all other City policies, procedures, and guidelines, including the acceptable use of information technology. The employee is responsible for maintaining confidentiality and security at the alternate work location. The City is not responsible for providing internet, data plans, etc. in order for the employee to telework. City equipment must be utilized to VPN.

Section I: To be completed by the Employee

TELEWORK LOCATION AND REPORTING

Outlined below are the specific conditions for teleworking agreed upon by the participating employee and his/her supervisor(s), which must include in each instance a requirement specified by the Department Director that the teleworking employee complete a written document or report itemizing the work done and tasks performed during each teleworking day in detail reasonably satisfactory to the Department Director to be submitted in a form or format approved by the Department Director to the person designated by the Department Director promptly following the teleworking day .

City of Little Rock Telework Agreement

The employee agrees to work at the following location (include address, phone number, and e-mail address) on telework days:

Address:

City:

State:

Zipcode:

Phone Number:

E-Mail:

TELEWORK ASSIGNMENTS

Provide a brief description of the assignments or duties to be completed at the alternate location:

TELEWORK SCHEDULE

A regular telework schedule, including specific days and hours, must be established and approved by the Department Director prior to beginning a telework schedule. The overtime eligible/non-exempt employee is not to work more than the scheduled hours without advance written approval from the supervisor. The amount of time the employee is expected to work per day or per pay period will not change due to participation in the telework program.

Other circumstances may warrant approval of temporary telework use. Temporary telework may be approved for situations including, but not limited to: (1) recuperation from an injury or illness; (2) emergency weather-related conditions; (3) special work assignment(s) requiring an extended period of uninterrupted time; or (4) other circumstances deemed appropriate by the Department Director. Because temporary telework is often by its nature not predictable, a pre-set schedule may not be appropriate or necessary.

The employee will telework:

day(s): _____ ☐ per week ☐ per month Effective Date: _____

City of Little Rock *Telework Agreement*

If this is a temporary agreement, please briefly explain and provide timeframe:

Please enter your complete weekly work schedule, including days/hours/locations in and out of the office during the telework week.

Day	Hours – Include meal period and breaks for each day of your work week (i.e., 8:30 am – 4:30 pm)	Location (City or Alternate Location)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

WORK SPACE ENVIRONMENT

Participating employees must designate a specific work space at the alternate work location. The employee's alternate work location will be considered an extension of the City's main office location. Therefore, the City will continue to be liable for job-related accidents of employees that occur in the alternate work location during the employee's working hours. Workers' compensation liability is limited to the designated work space as opposed to all areas of the alternate work location.

City of Little Rock Telework Agreement

1. Is the work space free of potential hazards that could cause physical harm (frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams, uneven floor surfaces)?
☐ YES ☐ NO
2. Are electrical outlets grounded (3 pronged)?
☐ YES ☐ NO
3. Is the furniture being used (i.e., desk, file cabinets, shelves, bookcases) sturdy and adequate for use?
☐ YES ☐ NO
4. Are the rungs and legs of the chair sturdy and free of loose casters (wheels)?
☐ YES ☐ NO
5. Are the phone lines, electrical cords, and extension wires secured?
☐ YES ☐ NO
6. Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles?
☐ YES ☐ NO
7. Is there enough light for reading?
☐ YES ☐ NO
8. Is a fire extinguisher easily accessible from the office space?
☐ YES ☐ NO
9. Is there a working (test) smoke detector within hearing distance of the workspace?
☐ YES ☐ NO
10. Is the area free from distractions (i.e., dependents)?
☐ YES ☐ NO

City of Little Rock Telework Agreement

Note any additional conditions agreed upon by the applicant and supervisor(s): _____

PRINT FORM AND FOLLOW REMAINING DIRECTIONS TO BEGIN APPROVAL PROCESS

Certifications

I certify that all information contained in this checklist is true and complete to the best of my knowledge. I understand that any erroneous, misleading or fraudulent information is sufficient grounds for my preclusion from teleworking and/or disciplinary action.

Further, I understand that this telework agreement is not an employment contract and may not be construed as such. I certify that I have read, understand, and agree to comply with the terms of the City's Telework Policy and the specific terms of this agreement.

I understand that I must be available at the location and phone number provided during my scheduled work hours. Failure to be available, may result in denial of future telework. I understand that the telework assignment may be canceled by the City at any time. Additionally, all costs involved in the telework assignment will be borne by me, the employee. I agree that I will provide security for any documents that I have in my possession that are the property of the City and I will notify my supervisor immediately if any document is unaccounted for.

I will sign and comply the City of Little Rock IT Policy for VPN if I am accessing the City's network.

Teleworker Signature
(Approved in accordance with the considerations noted above)

Date

City of Little Rock
Telework Agreement

**Section II: To be completed by the Immediate Supervisor/Manager, or
Department Director**

Approved telework agreements are subject to review and renewal no less frequently than annually, twelve months from the date the arrangement began or was last renewed.

Whenever there is a change in supervision, the unit will review and determine whether to continue all alternate work schedules.

In approving this request for telework, I have considered whether:

- Service delivery to internal and external customers will be maintained;
- Operational requirements will be met;
- Adequate coverage for offices or operations will be maintained during normal periods of public service;
- Satisfactory performance of the employee is evidenced by the most recent performance evaluation;
- There will be a positive impact on the environment;
- Increased employee engagement will be supported through improved work/life balance; and/or
- There will be any budgetary impact of such a request.

Immediate Supervisor Signature

(Approved in accordance with the considerations noted above)

Date

Department Head

(Approved in accordance with the considerations noted above)

Date