

<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Teleworking
	Policy Reference No:	8-22
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	3
	Applicability:	All Employees

Definition

The official definition of “telework” can be found in the Telework Enhancement Act of 2010: "the term 'telework' or 'teleworking' refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work."

In practice, "telework" is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work but does not include any part of work done while on official travel or mobile work. The terms “telework” and “flexible workplace” and both are sometimes used to describe what we now generally refer to as “telework.”

Policy

The Township has established a telework policy as a means to reduce the need for increased office space, increase productivity, increase office morale and for the general safety and welfare of the employee, fellow employees and the general public. The Township’s telework policy is voluntary and individual participation is solely a managerial prerogative.

Telework is a substitute for commuting to and from work, where technology such as telephones and personal computers are used to facilitate performance of work at the employee’s home or other remote location. Telework arrangements can include:

1. Telework occasionally to complete a special project or task.
2. Telework only a portion of the day.
3. Telework on a scheduled, part-time basis.
4. Telework on a scheduled, full-time basis for a discrete period of time.

Certain jobs do not lend themselves to working from home, such as face-to-face customer service, emergency services, and public works to name a few.

Criteria for Eligibility

All employees are eligible for the Township’s telework program, provided the following criteria are met:

1. Employee must have a position that requires minimum resident contact.

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2. Employee must be able to demonstrate that their duties can be fully performed and that their productivity and performance will be maintained or increased.
3. Employee must be able to demonstrate that their department will not suffer any negative effects.
4. Employee must be able to demonstrate that supervisory oversight will not be diminished.
5. Employee must absorb all costs associated with the use and maintenance of the equipment (such as phone charges, internet access charges, repair of equipment, etc.) and for all home office supplies (such as paper, printer cartridges, etc.).
6. Employee must absorb all additional costs incurred by the Township that would not have been incurred had the employee been working in the Township's offices (e.g., the cost of sending or receiving materials to and from the Township by overnight mail).
7. Employee must designate a specific work area within their home. The work area must be maintained in a safe and secure condition, free from hazards and other dangers to the employee, equipment, documents, records, and information. Employee may be required to submit a diagram of the work area.
8. Employee is responsible for compliance with all individual tax/zoning requirements that may be implicated by the telework arrangement.
9. Employee must have the approval of their Supervisor.

Conditions of Participation

If an employee meets the foregoing Criteria for Eligibility, and if the employee's request to telework is granted, the following conditions will govern the employee's participation in the program:

1. Employee must be available (via telephone, email, etc.) during normal business hours.
2. Telephone calls, emails, and/or any other communications must be returned within an appropriate timeframe.
3. Employee will continue to work their prescribed workweek including hours and breaks and will continue to keep accurate records of hours worked. Employee will not work overtime except in accordance with the Township's overtime policy. All time shall be recorded in the Township's Time & Attendance system.
4. Ideally a telework arrangement shall not exceed two (2) full workdays per week. However this may be waived at the sole discretion of the Township due to the general safety and welfare of the employee, fellow employees and the general public.
5. Employee's salary and benefits are unaffected by this program.
6. The duties, obligations, responsibilities, and conditions of employee's employment remain unaffected. Employee must adhere to all Township policies and procedures including, but limited to, those that pertain to use and security of electronic equipment, reporting of injuries, confidentiality of Township information, etc.

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7. Employee must appropriately restrict access to Township equipment and information through use of physical devices (e.g., locks) and electronic devices (e.g., computer passwords).
8. In the event of a circumstance which impairs the employee's telework ability (e.g., faulty equipment), the employee shall be required to return to the municipal offices immediately and until such time as the problem is corrected or utilize appropriate paid time off unless otherwise authorized by the Township at its sole discretion due to the general safety and welfare of the employee, fellow employees and the general public.
9. With reasonable advance notice, the Township may conduct on-site inspections during regular business hours of the employee's workspace to insure it is free from hazards, to insure that municipal records are kept in a safe and secure environment, to insure that the employee is working, and for other legitimate supervisory purposes. Inspections may be conducted of both physical items (e.g., desks, filing cabinets, etc.) and computer and other electronic equipment and files. Should exceptional circumstances exist, such inspections may be conducted without advance notice. Employee acknowledges that they have no reasonable expectation of privacy in connection with any work-related equipment or space.
10. At the sole discretion of the Township Manager, the employee must report to work when ordered.
11. At the sole discretion of the Township Manager, any telework arrangement may be cancelled at any time.

Procedure for Making Telework Request

An employee wishing to telework must make a written request to the Township Manager detailing how their request meets each of the Criteria for Eligibility. The Township Manager shall approve or deny each request based upon its own merits and circumstances. If the request is approved, the employee must agree in writing to abide by each of the Criteria for Eligibility and the Conditions for Participation for the duration of the telework arrangement.

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Revision No.	Revision Date	Nature of Revision	Approved By