

**CITY OF CENTENNIAL, COLORADO**  
13133 East Arapahoe Road, Centennial, Colorado 80112

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**ADMINISTRATIVE DIRECTIVE**  
**No. 2013-HR-AD-02**

**TELECOMMUTING DIRECTIVE**

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**I. AUTHORITY:**

Article 2 of Chapter 2 of the City's Municipal Code provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative directives consistent with federal, state and local laws.

**II. PURPOSE OF DIRECTIVE:**

The purpose of this Directive is to provide alternative work arrangements for employees to enhance work-life balance and ensure flexibility in meeting business needs.

**III. SCOPE:**

This Directive applies to all employees of the City of Centennial. Employees hired by City Council are excluded from this Directive, unless otherwise provided by contract. City Council is excluded from this Directive, unless otherwise provided by City Council Policy.

**IV. DEFINITIONS**

**Telecommuting** is a voluntary alternative worksite arrangement utilized for a portion of the workweek on a regular basis. Telecommuting is not an employee benefit. The City may modify this directive under certain circumstances to permit temporary telecommuting as a reasonable accommodation under the ADA.

**V. DIRECTIVE:**

***A. Eligibility***

Not all positions are suitable for telecommuting arrangements. Managers, in coordination with department directors and Human Resources, will determine if a position is suitable for telecommuting.

***B. Requesting Telecommuting Arrangements***

Employees will submit a Telecommuting Application to their manager. The application will provide detail on the desired schedule and anticipated equipment needs.

Telecommuting Applications require the approval of the manager and department director. This directive along with an approved application shall serve as an agreement between the City and the employee concerning individual telecommuting arrangements.

***C. Approval of Telecommuting Arrangements***

The manager will consider the following criteria in evaluating a Telecommuting Application:

1. The proposed telecommuting arrangement:
  - a. Will not interfere with the regular business operations of the City;
  - b. Will not negatively impact the City's existing service levels; and
  - c. Will not interfere with the duties of the position.
2. The employee's existing performance is satisfactory and the manager believes the employee will continue to perform to the same high standards while telecommuting.
3. The employee will continue to receive the necessary level of supervision, considering employee status, for their position while telecommuting.
4. The telecommuting arrangement will comply with applicable federal, state, and local laws.
5. The nature of the position does not require the physical presence of an employee in their routine duties.
6. The suitability of the off-site work location.

***D. Changes to Telecommuting Arrangements***

As a voluntary agreement between the City and an employee, telecommuting arrangements are revocable at any point by the employee or the manager for any reason or no reason.

Employee alterations to the telecommuting arrangement require the written approval of the employee's manager.

***E. Conditions***

**1. Level of Service**

- a. The telecommuting arrangement will not alter the duties, obligations, responsibilities or conditions of employment, including employee status, benefits, and compensation.
- b. The telecommuting arrangement will not disrupt services or business operations of the City. Telecommuting will not cause additional work for any City employees.

- i. Telecommuting arrangements are for the convenience and benefit of the employee.
- ii. Telecommuting arrangements do not benefit the City. However, arrangements shall not hinder or harm the City
- c. The employee will be accessible via phone and email during scheduled telecommuting hours.
- d. The employee will be present at the City's offices or other location as necessary to attend meetings, training sessions, or similar events. Depending on the position, employees may be expected to attend Council Meetings, Commission Meetings, or other meetings outside of regular business hours.

## **2. Workspace**

- a. The employee must designate an alternate work location from which to telecommute. The alternate work location is subject to the approval of the manager and Risk Management.
- b. With reasonable advance notice, the alternate work location is subject to inspection by City representatives designated by the City Manager.
- c. The employee must maintain the alternate work location in a safe condition, free from hazards and other dangers to the employee and City equipment.
- d. The employee shall not conduct any in-person client or coworker interactions at the employee's alternate work location, except for worksite inspections.
- e. Mileage and travel time between the alternate work location and City offices is considered normal commuting and is not compensable.
- f. The employee is responsible for utilities, internet/data plan costs, maintenance, and any other cost associated with the use of the alternate work location and the performance of City work at that location.

## **3. Equipment and Supplies**

- a. The City will provide and maintain certain equipment and materials necessary to effectively perform the assigned duties remotely.
- b. Employees shall not use their personal computer to conduct City business. All documents must be saved to the City's network.
- c. The employee is responsible for protecting City-owned equipment from damage, theft, and unauthorized use. The cost of any repairs caused by misuse or abuse of the equipment will be the responsibility of the employee. If it is determined that the employee is liable for damages or loss of equipment, the employee will remit such costs to the Finance Department within sixty (60) days of the occurrence of the damage or loss.

- d. City equipment may only be used by authorized employees for City business.
- e. All computer-related equipment used for telecommuting must be coordinated through and authorized by IT. The IT Department will keep an inventory of all equipment provided to employees for telecommuting.
- f. The City will not pay for phone charges, high speed internet connection costs, or other costs incurred by employees in the use of alternate work locations.

The employee is responsible for providing and maintaining a high-speed internet connection at their alternate work location. The IT department will provide specific requirements and Virtual Private Network (VPN) instructions.

- g. The employee may obtain necessary supplies through the routine supply process in their department. City-purchased supplies remain the property of the City and may only be used for City business.
- h. If the telecommuting arrangement is revoked, for any reason, the employee will immediately return all issued equipment and supplies to the City.

#### **4. Workers' Compensation**

- a. Employees who telecommute are required to report work-related injuries immediately to their supervisor, Risk Management, or Human Resources.
- b. Employees who telecommute may be covered by workers' compensation insurance for injuries arising out of the course and scope of employment. The compensability of workers' compensation claims is dependent upon the facts of each case.

#### **5. Liability**

- a. Employees who telecommute understand that they remain liable for injuries to third persons and damage to personal property and real property at the alternate work location.
- b. Employees who telecommute agree to indemnify and hold harmless the City from any and all claims, demands, or liability resulting from any injury to persons caused, directly or indirectly, by the performance of duties and obligations pursuant to this Directive and the telecommuting agreement.

#### **6. External Work**

Employees will not conduct any external (non-City business) work during scheduled telecommuting work hours. Employees may not perform work for another employer or their own business during scheduled telecommuting work hours.

#### **7. Dependent Care**

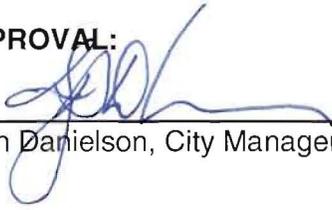
Telecommuting is not intended to serve as a substitute for dependent care. Employees will not provide primary care or supervision to dependents or any other

individuals during their scheduled telecommuting work hours.

**VI. EFFECTIVE DATE:**

This Directive shall be effective upon the signature of the City Manager.

**VII. APPROVAL:**

  
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John Danielson, City Manager

10/3/13  
Date