


<p style="text-align: center;">City of Marco Island</p> 	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		SUBJECT: Telecommuting Guidelines	
	NUMBER PER-20-02	REVISIONS	EFFECTIVE DATE: April 1, 2020	PAGE 1 OF 2
	SUPERSEDES REVISION	APPROVED BY: Mike McNees, City Manager		

Purpose:

Telecommuting is a work arrangement whereby eligible City of Marco Island employees may perform the normal duties and responsibilities of their positions through the use of computers or telecommunications, at home. Department Directors have the authority to approve a telecommuting arrangement that serves the best interest of the City of Marco Island.

Guidelines:

- The Department Director will determine the work schedule, how often the employee is expected to return to the normal work site, the process for requesting time off, how work results will be reviewed, and how performance will be appraised.
- Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Executime. Hours worked in excess of those scheduled per day and per week require advance approval of the supervisor.
- Supplies that are necessary for the employee to complete his/her job will be provided by the City (pens, paper, etc.).
- IT may provide a phone and laptop for home offices, but will not provide phone lines or internet connections. IT will not install or support equipment in home offices.
- City-owned equipment may only be used for City business.
- All City records, papers and correspondence must be safeguarded. All public records must be provided to the City custodian.

- Employees, while working from home are covered by workers' compensation, however the employee is liable for any injuries sustained by visitors to the home worksite.
- Employees who are telecommuting are subject to the same rules regarding conduct, attendance, time sheet submission, leave, performance appraisal, and separation action as are other employees.
- Telecommuting arrangements may be discontinued at any time at the discretion of the Department Director.
- All personnel who are telecommuting must be reported to HR by the Department Director.

I have read and agree to follow the telecommuting guidelines.

Employee Name: _____ Date: _____

Department Director: _____ Date: _____