


POLICY 139.0	TELECOMMUTING/TELEWORK PROGRAM	
	NEW: 07/23	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: AS NEEDED

A. PURPOSE

The purpose of this policy is to formally establish parameters, procedures, and expectations for employees who are approved to participate in a telecommuting work arrangement. Telecommuting does not change the basic terms and conditions of employment. All Telecommuting authorization shall be at the discretion of the Chief of Police or designee.

B. DEFINITIONS

Telecommuting – Also called teleworking, working from home, mobile work, remote work, and flexible workplace, is a work arrangement in which employees do not travel to a central place of work. This is a working arrangement or work style where employees conduct work off-site or outside of the employees’ primary workstation.

C. SCOPE

This policy will apply to all employees of the Fort Lauderdale Police Department and other city employees while working under the auspices of the Department.

D. POLICY

1. Telecommuting may be a viable work arrangement in cases where the position, employee, and management are best suited for such. Telecommuting allows eligible employees to perform their work duties remotely.
2. Telecommuting is not suitable for all employees. Authorizing a telecommuting arrangement is a management right, not an employee benefit, and it in no way changes the terms or conditions of employment.
3. Telecommuting can be informal and on a short-term basis, utilized during emergency events, or implemented in situations as approved and designated by the Chief of Police or designee.
4. Provided that the business and operational needs of the organization are met and there are no adverse effects on levels of service, short-term telecommuting may be approved by the Chief of Police or designee.

5. Telecommuters are required to abide by all Department policies, are subject to the same rules and procedures as other eligible employees and are expected to meet all current performance objectives.
6. Telecommuters are required to work their regular schedule shift unless prior approval has been received.
7. An official agreement must be signed and executed by all appropriate parties prior to beginning any formal telecommuting arrangement.

E. PROCEDURE

1. Telecommuting will not begin until all appropriate parties sign a Telecommuting Agreement.
2. Telecommuters must be accessible during the hours agreed upon with their supervisors (with the exception of lunch, breaks, meetings, etc.).
3. Telecommuters must be available to report to the office worksite during regular working hours at the request of a supervisor at the time pre-determined by the supervisor.
4. Eligible employees engaging in the Telecommuting program must attend all meetings and training as required.
5. Telecommuting is not a substitute for child or dependent care. Arrangements must be made for such care during working hours unless otherwise approved by the Department Director and Human Resources Director.
6. Restricted access materials cannot be taken out of the office or accessed through the computer unless approved in advance by a supervisor. All Departmental policies must be adhered to when telecommuting.
7. Telecommuters will not conduct face-to-face business at their home offices, excluding video conferencing.
8. All equipment requested for a telecommuting agreement must be approved in advance by the Chief of Police or designee. Employees may be required to supply some or all their own equipment, depending upon the nature of their assignment.
9. If equipment or connectivity is temporarily unavailable, the employee must report to the office until the situation is corrected or the employee can carry out their duties and workload without access to these resources.
10. The telecommuting agreement can be terminated at any time and for any reason, with or without prior notice.
11. Failure to comply with rules of employment, instructions and guidelines governing the Telecommuting Program, or terms of the Telecommuting Agreement may result in immediate cessation of the Telecommuting arrangement.
12. All policies and procedures that apply during working hours and while on the work site also apply at any time while working for, or representing the Fort Lauderdale Police Department, including when participating in a Telecommuting arrangement.

13. Eligible employees will establish an appropriate work environment within their home for work purposes. The Department will not be responsible for any costs associated with the initial set-up or upkeep of the home office unless approved. The homework space must be free of safety and fire hazards. The Department is not responsible for injury to family members, visitors, or others in the telecommuter's home.
14. Telecommuters and their supervisors will determine the equipment required to meet their performance objectives from the home office. The IT Department can assist in determining the appropriate equipment required. Approval or commencement of a telecommuting agreement may be contingent upon availability of such equipment. The Department will not be responsible for any wear and tear, repairs, or damage incurred to personal equipment used during business.
15. Eligible employees will immediately report loss, theft, or damage to city-owned equipment to their supervisors.
16. All procedures and guidelines enforcing in-office hardware and software usage and security apply to the home office.