

Flexible Work Arrangement Application & Agreement

Employee Name: _____

Position: _____

Department: _____

Start Date: _____ End Date (if applicable): _____

Flexible work arrangements are considered on a case-by-case basis based on the employee's position responsibilities and their performance. The terms and conditions of the Flexible Work Arrangement Agreement are set forth in the Flexible Work Arrangement Program.

Please review the program terms, then sign, date and return the form to your supervisor.

Employees working remotely are required to adhere to the following:

1. Work during their regularly scheduled hours including taking a required minimum 30 minute unpaid lunch break, unless written approval has been granted by the department director or designee;
2. Shall not work over-time or outside of regular business hours unless written approval has been granted by the department director or designee;
3. Forward their office phone number to their landline or cell phone so they can receive calls;
4. Continue to use and monitor their City email account;
5. Continue to comply with all City employment policies, procedures and orders;
6. Agree to maintain a safe working environment free from potential hazards;
7. Ensure the protection of confidential information that could be accessible from their home office;
8. Maintain City-provided equipment in proper working order and if equipment is issued for temporary remote work period only, will return it upon completion of the flexible schedule;
9. Purchase of equipment by the employee does not obligate the City to reimburse the expense or require the City to approve a remote work arrangement; reimbursement of equipment is subject to approval by the supervisor and department director; and
10. Continue to perform all functions of their job, as communicated by their supervisor.

I already have a City laptop and/or cell phone for remote use.

I am requesting the City issue me a City laptop and/or cell phone for remote use. I understand that the costs associated with the issuance and maintenance of this equipment will be a factor in considering my application for flexible work arrangements.

The following equipment is requested:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Laptop | For Department Use: Issued <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Cell Phone | For Department Use: Issued <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other: | For Department Use: Issued <input type="checkbox"/> Yes <input type="checkbox"/> No |

I agree to use my own equipment (phone, laptop, mouse and keyboard, etc.), if not supplied by the City, to allow me to work remotely.

I have read, agree to and understand everything above in Administrative Order #34.

Employee Signature

Employee Name (Print)

Date

Approval

The employee recommended for a flexible work arrangement:

Supervisor Signature

Supervisor Name (Print)

Date

Department Director Signature

Department Director Name (Print)

Date

City Manager Signature

City Manager Name (Print)

Date

The fully executed copy of this application should be forwarded to Human Resources for the Employee's file and a copy given to the employee.