

**RESOLUTION #20-664
TOWN OF TWISP**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TWISP,
WASHINGTON, ADOPTING A POLICY REGARDING TELECOMMUTING AND
REMOTE WORK**

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that may result in serious illness or death and is easily transmissible from person to person; and

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee declared a state of emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, on March 18th, 2020 Mayor Ing-Moody signed an Emergency Proclamation declaring a state of emergency exists in the Town; and

WHEREAS, the health, safety and welfare of Town residents, businesses, visitors, and staff is of utmost importance to the Town and additional future measures may be needed to protect the community; and

WHEREAS, The Town of Twisp is desirous of implementing a policy to benefit the health and safety of Town employees and elected officials; and

WHEREAS, situations have been identified where it would be appropriate to adopt a policy governing the use of telecommuting in order to provide the Town with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TWISP, WASHINGTON

The policy entitled "TOWN OF TWISP TELECOMMUTING POLICY" attached hereto is adopted as the new set of guiding policies and procedures for the employees of the Town of Twisp relating to telecommuting and remote work.

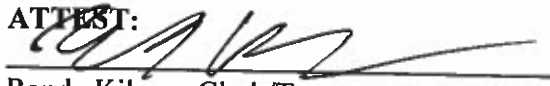
PASSED BY THE TOWN COUNCIL this 11th Day of August 2020.

APPROVED:



Soo Ing-Moody, Mayor

ATTEST:



Randy Kilmer, Clerk/Treasurer

TOWN OF TWISP

TELECOMMUTING POLICY

I. PURPOSE

To establish a policy and procedures to encourage, where appropriate, the use of telecommuting in order to provide the Town with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the Town to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the employee's department head and the Mayor. The Town may discontinue the telecommuting arrangement at any time.

II. DEPARTMENTS AFFECTED

All departments with employees who meet the criterion for telecommuting upon the request or directive to do so.

II. DEFINITIONS

"Telecommuting" means work performed at an employee's residence to conduct an employee's job duties, or at other locations when approved by employee's direct supervisor.

III. POLICY

An employee may be permitted to telecommute for all or a portion of the employee's workweek, if approved in advance by the employee's department head and the Mayor. Telecommuting may be approved by an employee's department head with approval by the Mayor if they, in their discretion, find that the employee's telecommuting will not negatively impact service delivery, customer service, or the overall function of the work unit.

Telecommuting Program Requirements

- A. The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee's duties, obligations and responsibilities prior to telecommuting.
- B. The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- C. Telecommuting employees shall not hold in person business meetings or meetings involving Town business with internal or external customers, other Town employees or colleagues at their residence.

- D. A telecommuting employee may not perform work during designated work hours of the telecommuting period for a non-Town employer.. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external customers during telecommuting period(s).
- E. As part of the approval of a telecommuting request, a department head may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to supervisor approval.
- F. For non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized in advance by the employee's supervisor/director.
- G. Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The Town will not provide office furniture to employees who telecommute.
- H. If possible, Town equipment & devices should be used by all Town employees for telecommuting via Virtual Private Network (VPN). This is to ensure the Town's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to the Town's public image.
- I. All remote access will be managed by Simple Power IT/BIAS as authorized by the Mayor.
- J. Telecommuters shall make every effort to secure Town information in their residence and prevent unauthorized access to any Town system or information. If Town equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, and Town law enforcement.
- K. The telecommuter, supervisor or Mayor may end the telecommuting arrangement at any time.
- L. Telecommuters must understand and agree to the Telecommuting Program Requirements listed in this policy.

Eligibility

Employees are eligible if they:

- A. Have job duties that are not required to be performed at the Town's facilities.
- B. Must be available by cell phone, telephone, email or text, during all telecommuting hours.
- C. There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- D. The employee's job is not dependent on the location of the workplace.
- E. The employee shall have previously demonstrated to the supervisors satisfaction, their capability to work productively and without direct supervision.
- F. Agree to self-quarantine, or agree to quarantine if directed to be quarantined by the Town

due to a health risk caused by exposure to a contagious disease, to include travel to foreign countries.

- G. With concurrence of the Mayor, the employees' supervisor may waive one or more of the eligibility requirements as circumstances dictate.

Employee Responsibility

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- A. Proposed telecommuting day(s) per week, number of hours per day requested and proposed duration of telecommuting arrangements.
- B. Tasks the employee proposes performing while telecommuting.
- C. Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.

Assigned Telecommuting

Under "other-than-normal" circumstances, including but not limited to, natural disasters, risks to public safety and/or health, at the discretion of the Town, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the Town will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the Town, County and/or State recommends or requires it.