

F. TELECOMMUTING POLICY:

The telecommute program is a program designed to allow eligible City employees to work at home. It is part of the City's efforts to eliminate unnecessary employee vehicle trips to City facilities.

Employees who meet the following criteria may be eligible to participate in the program:

1. Completed the mandatory probationary period.
2. Employee rating of standard or better on most recent performance evaluation.
3. Works independently and effectively with little or minimal supervision.
4. Handles work assignments which require little daily face-to-face contact with others in order to complete.
5. Able to work at home without affecting office coverage.
6. Assigned project-oriented work which includes data analysis, report writing, transcription of minutes and reading.
7. Possesses good organization and time management skills.
8. Responsibilities of employee and those of the employer in regard to the telecommute program have been identified and agreed upon.

If deemed eligible, the employee must complete a terms of agreement form that is approved by the department head and the City Administrator.