

DHS Teleworking Program Teleworker's Agreement/Teleworking Standards

The following definitions will be used throughout this document:

- Mobile Worker/Tele Worker - Staff identified and approved by the designated chain of command to work at an alternative or remote location other than the “traditional” worksite.
- Telework site - An alternative worksite other than the “traditional” worksite approved by the Department, where an employee performs assigned official duties.
- Telework - An agreed upon arrangement where an employee performs official job responsibilities at an approved alternative worksite.
- Telework agreement - An agreement, completed and signed by an employee and authorized management, that outlines the terms and conditions of the telework agreement.

The following conditions for teleworking must be agreed to by the teleworker and the Department chain of command (employee's Supervisor, Administrator, and Director):

1. The employee agrees to work at the following location:
 - Approved Sites
 - Home
2. A photograph of the designated home work space must accompany this signed agreement.
3. The employee will telework as needed based on work assignments and will provide the supervisor with a schedule on a weekly basis that will list work assignments, work location, meetings, trainings etc., and inform the supervisor of any changes.
4. Employees will be expected to comply with flex work hours as stipulated in the Flextime Work Schedule policy.
5. Time spent in telework status must be accounted for and reported in the same manner as if the employee reported for work at a “traditional” work site.
6. The supervisor will provide the employee with all work assignments. The employee will complete assignments to be worked on by the agreed upon date identified by the supervisor.

7. Failure to meet performance standards could result in disciplinary actions consistent with current policies.
8. Prior to signing this Telework Agreement, the supervisor and employee will discuss:
 - Work procedures (e.g. work schedules, time and attendance, use of flex time, reviewing work, etc.).
 - Safety, technology and equipment requirements.
 - Performance expectations.
9. The employee will be provided with supplies necessary to perform the job and will let their supervisor know when additional supplies are needed. Advance written approval by the chain of command must be obtained prior to an employee purchasing any supplies regularly available from the Department.
10. The following equipment will be provided to the employee to complete work assignments:
 - Laptop
 - Blackberry
 - Air Card
 - Flash Drive (by request only)
 - Laptop carrier
 - Portable Printer
 - Headset
11. Any other request for additional equipment must be pre-approved by the chain of command.
12. The equipment provided is the property of the City of Philadelphia and is to be used only during approved work hours for job related purposes and in accordance with city policy.
13. Employees who telework must be at their designated worksite during their scheduled work hours.
14. Employees will not conduct any meetings at their home.
15. The employee agrees to be available and responsive via phone or email to the chain of command during established work hours.
16. Employees will maintain a current Pennsylvania driver's license during their position as a teleworker.

TELEWORKING STANDARDS

When a Teleworking assignment is agreed upon, the following standards apply:

17. The duties, obligations, responsibilities and conditions of a teleworker's employment with the Department are unchanged. Employee's salary and retirement benefits are unchanged.
18. Teleworkers and their supervisors are required to complete the mandatory 20 hours of training each fiscal year.
19. Requests to work overtime, use of sick leave, vacation, or other leave must comply with already existing policies. Such time must be reported appropriately and approved by the supervisor.
20. The use of equipment, software, and supplies, when provided by the Department for use at the offsite work location is limited to authorized persons and for purposes relating to Department business only.
21. The employee will take precautions to ensure that the confidentiality of client/case information and documents are protected at all times while working at any telework location.
22. Employees granted approval for working from home must designate a work space where Department issued equipment will be maintained in a safe condition, free from hazards and other dangers to employee, the equipment and others.
23. Employees granted prior approval to work from home must provide proof they have secured dependent care. If no dependent care is required a written statement indicating so must accompany the signed agreement.
24. The Department's workers compensation liability for job related accidents will continue to exist during the employee's teleworking hours. All work related injuries must be reported to the supervisor immediately but no later than 48 hours.
25. Employees who are injured at home and are only able to perform limited duty during their convalescence must do the limited duty at an approved worksite and not at home.
26. In the event of delay in repair or replacement of Department issued equipment or any other circumstances under which it would be impossible for the employee to safely telework, the employee's Department may assign other work and/or request that the employee move to another location.
27. When Department issued equipment is provided to the employee, the employee will receive training on the use of the equipment and will be responsible for the proper use of the equipment. The Department will provide for repairs to Department issued equipment.
28. Failure to return Department issued property may result in disciplinary action.
29. In no case will the City or Department be liable for injuries to third persons and/or members of employee's family on employee's premises.

30. Employees remain obligated to comply with all Department and City wide rules, policies, practices and instructions. Violations of these rules, policies, etc. may result in preclusion from Teleworking and/or disciplinary action.
31. Employees are advised to consult a tax expert to discuss tax implications related to the use of the home as a work space.
32. The Department retains the right at the start of and throughout the program to inspect all worksites by advance notice to determine if the work space is safe, to ensure there are no hazards, and to maintain, inspect, repair or retrieve Department owned equipment, software, data or supplies.
33. The Department reserves the right to review and amend this agreement when deemed necessary at its sole discretion with or without cause.
34. The pilot program will terminate at the end of the six month period.
35. The Department retains the right to continue with components of the program beyond the pilot period while an evaluation of the program is being conducted.

As a Teleworking employee, I have reviewed the conditions of this teleworker agreement and the teleworking standards with my telemanager (supervisor) and agree to the conditions as set forth on pages 1 thru 4 of the agreement.

Employee Name	Unit	Date
Employee Payroll Number		
Department Telephone Number	Blackberry Telephone Number <i>(if applicable)</i>	
Supervisor	Department	Date