

# ADMINISTRATIVE POLICY 22-01

## Working Away From the Worksite

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### 1. PURPOSE

The City and Borough of Juneau (CBJ) considers hybrid or remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. The CBJ also recognizes the importance of employees being on site regularly and being available in-person to the residents of Juneau and their colleagues.

Hybrid or remote work may be appropriate for some employees and jobs and not for others. Hybrid or remote work is not an entitlement, is not an organization-wide benefit, and in no way changes the terms and conditions of employment with the CBJ.

### 2. GUIDELINES

#### Procedures

The CBJ recognizes the different types of work available to employees will fall into these categories.

	Onsite	Hybrid	Remote
Most of my work happens at:	CBJ facility	Off-site and CBJ facility	Any off-site location with the connectivity necessary to complete the work
I spend this much time working at a CBJ facility and this much time working off-site	100% of the regular workweek	On-site as job duties require, but permitted to work up to 2/5 of workweek off-site, in Juneau.	On-site as job duties require, but permitted to work up to two workweeks per calendar year from any location that has the connectivity necessary to complete the work.
Timeframe	Ongoing	Ongoing, but employee must be flexible to meet on-site work needs	Limited to certain pre-planned periods of time during each year.

Below are the descriptions of the types of work available in different CBJ positions.

**Onsite:** The majority of CBJ positions require employees to be on-site at the

workplace or in the community 100% of the time to complete the job duties. While short term periods of telecommuting may be available in limited circumstances, the expectation is that the employee is working at a CBJ facility or in the community during their workweek.

Examples of limited situations when a supervisor may approve a short-term temporary off-site working situation:

- An employee working on mandatory training from home for one to two days while isolating away from coworkers while an employee has a communicable disease.
- A supervisor allowing an employee to work from home on a presentation for a half day while the employee is waiting for a contractor to show up at their personal residence.

**Hybrid:** The CBJ recognizes that some employees who typically work in an office environment may be able to work off-site successfully for part of the workweek. The off-site work should be limited to up to 2/5 of the employee's workweek and located in Juneau.

Examples of an employee's regular work schedule approved for a hybrid work situation:

- For an employee with a regular Monday-Friday work schedule, the employee could work off-site on Monday and Friday, and at the worksite on Tuesday, Wednesday, and Thursday.
- For an employee with a regular Monday-Friday full time schedule, the employee could work off-site in the afternoons on Monday, Tuesday, Thursday, and Friday, and be in the office for the whole day on Wednesday.
- For an employee with a non-regular full time schedule, the employee could coordinate a schedule each week with their supervisor where they work one different day each week off-site based on what is occurring on-site at work.

**Remote:** For up to the equivalent of two workweeks in a calendar year, and when the workload allows, a Director may approve an employee who would otherwise be eligible for a hybrid arrangement to work at any location with the necessary connectivity to complete their work.

Examples the type of remote work situations that may be approved by a Director include:

- An employee is concerned about their elderly parents' health and requests to work from their parents' house away from Juneau for a two-week period.
- An employee's child is active in traveling sports and the games are only in the evenings and on weekends. The employee requests to work from a hotel room during a one week sports camp they brought their child to, in addition to requesting to work five Fridays from hotel rooms in different Alaskan communities during the sports season to be able to observe their child's games during the Friday evenings.

- An employee is planning a vacation with two weeks of personal leave, and requests to work off-site outside of Juneau on both the week before the personal leave and the week after the personal leave.

Some employees may be able to be eligible for both hybrid and remote work during the course of a calendar year.

If an employee believes that an arrangement for hybrid or remote work beyond the parameters outlined in this policy are necessary, those arrangements must be approved by the City Manager after concurrence with the Department Director and the HRRM Director. This request must be submitted by email from the Department Director, and should include an explanation of the circumstances and how the off-site work will be supervised.

### **Eligibility**

Before entering into any hybrid or remote work agreement, the employee, supervisor, and Department Director will evaluate the suitability of such an arrangement, including the following areas:

- Employee Performance. Individuals requesting hybrid or remote work arrangements must have an overall Acceptable or better performance record from the last year.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a hybrid or remote arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for off-site work. The costs of maintaining a workplace off-site are borne by the employee.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, and the Department Director concurs, a Hybrid or Remote Work Agreement will be prepared and signed. The final determination regarding suitability for hybrid or remote work will be made by the Department Director. After approval of a Hybrid or Remote Work Agreement, an annual review of the appropriateness and effectiveness of the agreement shall occur at the time of the annual performance evaluation.

During the off-site work arrangement, the supervisor and employee are expected to communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

### **Equipment**

On a case-by-case basis, the CBJ will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and data lines and other office equipment) for each off-site work arrangement. HRRM and IT staff will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization, at the worksite. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The CBJ accepts no responsibility for damage or repairs to employee-owned equipment. The CBJ reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The off-site employee must sign an inventory of all CBJ property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all CBJ property will be returned to the CBJ, unless other arrangements have been made.

The employee will establish an appropriate work environment off-site for work purposes. The CBJ will not be responsible for costs associated with the setup of the employee's off-site workspace, such as internet, remodeling, furniture, lighting, data lines, or phone lines, nor for repairs or modifications to the workspace. The CBJ will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

### **Security**

Consistent with the CBJ's expectations of information security for employees working on-site, employees working off-site will be expected to ensure the protection of sensitive or confidential work-related information accessible from their off-site workspace. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the employee's position.

### **Safety**

Employees are expected to maintain their off-site workspace in a safe manner, free from safety hazards. Injuries sustained by the employee at their off-site workspace and in conjunction with their regular work duties during pre-defined work hours are generally covered under workers' compensation. Employees working off-site are responsible for notifying the supervisor of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their off-site workspace.

Working off-site is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective hybrid or remote employees are encouraged to discuss expectations of working off-site with others in the household prior to entering an agreement.

### **Time Worked**

Hybrid or remote employees who are not exempt from the overtime requirements of the Fair

Labor Standards Act will be required to accurately record all hours worked using CBJ's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval by the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement and discipline, up to and including dismissal. Additionally, time traveled to and from an off-site workspace to the worksite is not considered time worked.

### 3. **GENERAL PROVISIONS**

- A. **Scope:** This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.
- B. **Authority to promulgate policy:** The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. **Effective date:** This policy will take effect as of the signing date.

Dated at Juneau, Alaska, this 19<sup>th</sup> day of **December, 2022**.

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Duncan Rorie Watt  
City and Borough Manager