

AGENDA

Committee on Personnel June 26, 2025 at 4:00 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting. To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Carter, Chairperson
Council Member Kost, Vice Chairperson
Council Member Jackson, Member
Council Member Pehlivanoglu, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. June 5, 2025
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Discussion/Action:**
 - B. DISCUSSION -Council Appointed Internal Auditor Job Posting
 - i. Scope of Work
 - ii. Posting Locations
 - C. DISCUSSION -Council Legislative Analyst Job Posting
 - D. DISCUSSION - Council Staff Personnel Rule Amendment to Include Staff Hybrid/Remote Work/Flexible Hours Policy
- 6. Other**
- 7. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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MINUTES

Committee on Personnel

Thursday, June 5, 2025 @ 4:00 p.m.

Tony Benavides Lansing City Council Chambers, 10th Floor City Hall

CALL TO ORDER

Council Member Carter called the meeting to order at 4:00 pm

PRESENT

Council Member Tamera Carter, Chair
Council Member Ryan Kost, Vice Chair- excused
Council Member Trini Pehlivanoglu, Member
Council Member Brian T. Jackson, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Greg Venker, OCA
Elizabeth O'Leary, HR
Kyla Moore, HR
Dennis Parker, Labor Negotiations

PUBLIC COMMENT

No public comment on the time.

DISCUSSION/ACTION ITEMS

DISCUSSION – City Hybrid/Flexible/ Remote Policy

Council Member Carter noted there were discussions at the last time on this, RFP and if there can be a non-compete clause.

Mr. Venker stated relating to Charter, it is silent on remote work for the internal auditor. It states they work full time, but no reference to where they are working; remote work is not prohibited. Council Member Carter asked if it could be an option, what verbiage needs to be changed. Mr. Venker stated that job postings, if desire of the body, it would state it in the posting.

Council Member Pehlivanoglu, asked about remote work policies in general. When working in highly sensitive information could be a reason for not allowing remote work. Council was told that some positions were allowed to work remotely, what is the difference in the work of an Internal Auditor vs. any other position in the city that does have the ability to work remote. Is this role sensitive. Ms. O'Leary stated she can provide a comparison. HR does have one day of remote work for employees after probation period. It is generally electronic; policies speak to confidentiality with ethics and IT, and the union contracts. Council Member Pehlivanoglu

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noted in other offices, that remote is a privileged not a right, and with City employees that work remotely, is there something laid out where a director or supervisor where the employee can be brought back in. Ms. O'Leary stated it falls within collective bargaining, and if work not being performed satisfactorily there can be a discussion with the employee. Council Member Carter asked if there is a remote work agreement set in place prior to it spells out the one day, and if work loads start to dwindle is that included for checks and balances. Ms. O'Leary stated they would refer back to CBA and not something separate. Mr. Parker stated there are no individual policies, but at end of day it is left to the director discretion. Council Member Jackson stated that he would suggest a hybrid or work from home within this Internal Auditor posting, because he believes it will attract a greater talent pool. Council Member Pehlivanoglu concurred with Council Member Jackson.

Mr. Venker then spoke to an RFP process, looking at language in Charter, the Council could, but need to comply with the Charter language that Internal Auditor devote full time to the position. Not something with audit firm to have one-two people working periodically. There would have to be an FTE for the service and the draw back is the terms of the employment. Mr. Venker was asked about a non-compete clause. Mr. Venker stated that there is a statute in Michigan, anti-trust act which covers business interests of employers. Non-compete clauses are discouraged in relation to public policy and with public policy it is to encourage employment. It has to be connected to reasonable duration, interest, and type of employment and line of business. OCA could not find case history where this was done in public employees.

DISCUSSION – Filling Vacancy of Council Appointed Internal Auditor

Council Member Carter, noting there is more clarity now on they hybrid and remote. The Committee can consider the job description changes. Council Member Jackson stated he thinks all they need to do is add "hybrid" to the position.

Ms. Boak noted that Council leadership is elected annually and the remote hybrid option on the posting would make it difficult for consideration annually by new leadership. Council Member Carter stated it could be changed to state "optional". Council Member Pehlivanoglu noted that with that leadership change, with that employee not having the same supervisor year over year it could be unclear. She then asked HR to develop language for the job posting, consideration for Council Rules; feeling strongly that if listing hybrid work, and then it needs to be understood that moving forward that future leadership will work with the employee. Council Member Jackson asked if putting "hybrid- subject to review and change in January annually", it could be explained at the interview. Council Member Carter asked if using that, would that be a deterrent if it states, "subject to change on annual basis". Ms. O'Leary stated they could draft language to create a flexible work environment to see what works for Council, and she can forward Committee language as well as working with OCA. Council Member Pehlivanoglu stated she is comfortable with the salary, experience and education requirements from the last posting. For this position she would like to perimeters built out around continuity. Council Member Carter asked HR to forward language for the job description for potential candidates. Council Member Carter then asked HR to look to see if the salary, experience and education are comparable to other similar postings.

DISCUSSION – Filling Vacancy of Council Legislative Analyst

Council Member Carter first asked about potential job title changes, also referred to page 21-22 of the packet which detailed job tasks. Council Member Pehlivanoglu referred to page 25 of the packet, and the identified items focus on what she believes Council is looking for. As a compliment to the duties listed in the first posting. Council Member Carter noted those two

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could be combined and narrow it down. Council Member Jackson noted the postings, headings, similarities. Council Member Pehlivanoglu asked HR to work on a template as the Committee works towards the job duties as a draft or living document. Ms. O'Leary confirmed HR could do that. Council Member Jackson asked for the general description for Analyst broad, and Council should error on the side of being broad, and Committee should anticipate. Council Member Pehlivanoglu asked HR to scale competitive salaries for similar positions to this. Council Member Carter asked for them to also research for background in experience and educational needs.

Other

The Committee consensus concurred to hold next meeting June 26th at 4 pm.

ADJOURN

Adjourn: 4:40 p.m.

Submitted by

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on

5.B. Council Appointed Internal Auditor Job Posting
Updated Internal Auditor Posting Language
Materials Pending HR
Continue to watch for updates



5.B. Council Appointed Internal Auditor Job Posting
Internal Auditor Comparisons
Materials Pending HR
Continue to watch for updates



ATTACHMENT A

SCOPE OF WORK (fill this in)

TASKS

Tasks as requested by Council and Municipal Audit Committee

| | | |
|----------------------------------|--|---|
| Committee of the Whole | Attend meetings when requested by the active Council Leadership | <ul style="list-style-type: none"> ▪ Provide relevant audit support on financial decisions/discussions, as requested ▪ Look at impact of vacancy list, including cost savings by department |
| Committee on Municipal Audit | Attend meetings | <ul style="list-style-type: none"> ▪ Provide relevant audit support on financial decisions/discussions, as requested |
| Ways & Means Committee | Attend meetings | <ul style="list-style-type: none"> ▪ Provide reports on requested audits ▪ Provide relevant audit support on financial decisions/discussions, as requested ▪ Provide relevant audit support on sole sources, grants, and any action item on the agenda. |
| City Operations | Attend meetings | <ul style="list-style-type: none"> ▪ Provide relevant audit support on claims whether they went through Claims Review Committee or directly to Committee ▪ Provide relevant audit support on Community Funding Applications |
| Development & Planning Committee | Attend meetings when needed | <ul style="list-style-type: none"> ▪ Provide relevant audit report on PILOTS, OPRA's, Brownfields, and other funding requests before the Committee |
| Budget Hearings | Attend Council's budget hearings and Committee of the Whole meetings where the budget appears on the agenda | <ul style="list-style-type: none"> ▪ Create <i>debt book</i> for Council's reference ▪ Provide list of any outstanding questions from last FY's budget process, by associated department ▪ Create and maintain a compiling list of the questions/answers from the budget process |
| Auditor Training | Provide input on the required core competencies and skills of the enhanced scope of the position, including: <ul style="list-style-type: none"> ▪ Fiscal audits | <ul style="list-style-type: none"> ▪ Create audit calendar of annual deliverables, per Charter and/or grant cycles ▪ Provide Training on City programs used to perform the job. |

| | | |
|-----------------------------|--|--|
| Audit Process & Protocol | <ul style="list-style-type: none"> ▪ Performance-based budgeting audits Assist in revising/clarifying the full audit process, from referral stage to public dissemination of findings | <ul style="list-style-type: none"> ▪ Include the roles/scope of the individuals involved ▪ Provide your opinion (+/-) of the respective process and its feasibility for implementation within our structure |
| Auditor Files | Review Historical Files Work with Office Administrative Assistant | <ul style="list-style-type: none"> ▪ Review historical files in Internal Auditor office and determine, based on the State Retention Act, what files can be scanned and saved electronically; saved in hard copy; disseminated to the Clerk's Office for placement in the safe with all other records; shredded or recycled. ▪ Categorize documents and provide details to Office Administrative Assistant to scan in those documents that need to be scanned in. |
| Outside Meetings Attendance | LEPFA (Report Out) Claim Review Committee- (Report Out) | |

SAMPLE

Posted for 30 days:

- City of Lansing
- MML
- Capital Area Michigan Works
- Indeed
- Handshake <https://joinhandshake.com/>

City of Lansing JOB DESCRIPTION

Department: City Council

PCN: TBD

Position Title: Legislative Analyst

GENERAL SUMMARY OF DUTIES: Responsible for monitoring, evaluating and interpreting proposed legislation and public policies proposed or being proposed by the Lansing City Council that may impact the City of Lansing. This role conducts complex quantitative policy analyses and research; develops and provide recommendations to support designated efforts. Additionally, prepares materials, reports and presentations of findings. This position requires a strong knowledge and foundation in statistical analysis, data management and research methodologies. Reports to the Lansing City Council.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with provision of the appropriate Personnel Rules. Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree or equivalent in Political Science, Public Policy, Law, Government, or related field
- Two (2) to Five (5) years' experience in legislative analysis, policy development or government relations
- Strong knowledge of legislative and regulatory process at the local, state and federal level
- Strong analytical, writing and communication skills
- Strong proficiency in Microsoft Office Suite and legislative tracking tools
- Experience working in a legislative office, public agency, or advocacy organization *preferred*

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of local, state and federal legislation and regulatory developments. Knowledge of policy and legal research. Knowledge of legislative analysis, policy development and government relations.

Ability to produce complex policy information into clear actionable recommendations. Ability to draft policy recommendations, reports, and presentations. Ability to prepare materials for City Council and committees. Ability to create, monitor and track legislative databases.

Skill in collaborating with departments, partners, and stakeholders as appropriate for coordinating strategies. Skill in maintaining up-to-date knowledge of legislative policy and procedures.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision required to read and interpret documents. Ability to effectively communicate orally and in writing with the Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment some travel to hearings and stakeholder meetings. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Perform in-depth quantitative analysis leading to actionable recommendations to City Council.
- Perform various ad-hoc reporting, research and analysis duties to support day-to-day operational and strategy management decisions.
- Facilitate communication and coordination between agencies, ensuring technology solutions align with their specific needs.
- Maintain variety of quality assurance and quality control activities.
- Consult with City Council and management to identify, define and document business needs, current operational procedures, problems and input and output requirements. Create business requirement documents, process flows, use cases and screen mock-ups as needed and obtain stakeholder approval.
- Track legislation through legislative process and identify opportunities for engagement and response.
- Collaborate with departments, coalitions, internal and external partners for strategic planning.
- Attend City Council meetings and public forums to represent City Council/City of Lansing.
- Ensuring legislative databases are accurately tracked, current and accurate.
- Other tasks as assigned.

Created: 6/18/2025

BY THE COMMITTEE ON PERSONNEL
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in the interest of taking action to address options for hybrid, remote or flexible work schedules, the Committee on Personnel has reviewed such benefits and their changes in bargaining units of the City and comparable communities; and

WHEREAS, in the light of the review, the Committee on Personnel deems this to be an appropriate time to recommend changes and adjustments to Council Staff Personnel Rules; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the changes to the Council staff Personnel Rules and summary as follows and as attached as dated _____, 2025:

1. The employee group is updated to reflect the following positions:
 - Council Legislative Officer Manager
 - Administrative Assistant
 - Internal Auditor
 - Legislative Analyst

2. Article 6 Work Hours - is updated to include language that speaks to the granting of hybrid, remote or flexible work schedules for Council Staff. The Council President shall exercise the day-to-day supervision of Council staff unless written delegation is given to the Council Vice President (Article 1). Council leadership shall identify positions suitable for hybrid, remote, or flexible work and authorize written requests. Approval depends on operational needs, including suitability of duties, skills and abilities of employees and supervisors and availability of necessary equipment, and the ability to meet the fellow employees, constituent and Council Members needs and enhance the delivery of services. The granting of the written request shall include:
 - Implementation of special arrangements for hybrid, remote or flexible working schedules shall be initiated by the employee in writing and approved by the Council President and Vice President at the time of request.
 - The arrangement shall include a start and end date, and will be subject to evaluation and amendments every six (6) months.
 - The employee shall submit the request in writing annually the first week of January to the new Council President and Vice President.

Equipment, Hardware, Software, Utilities, and Materials

1. Council shall determine the business functions needed for remote workers to complete their jobs. The City Information Technology Department will

- establish IT hardware, software, network connections, and security considerations to standardize remote work capabilities for employees.
2. Council may provide, at their sole discretion, computer hardware, network connections, and security as determined by the assessment of the IT Department. Employees must take appropriate steps to minimize damage to city-owned equipment. The City is responsible for insuring city-owned equipment.
 3. Council cannot authorize remote workers to use employee-owned computer equipment, software, and other devices to perform assigned work away from the city work location. All city employees and contractors are required to adhere to the City Information Technology guidelines which includes devices, networks, data, software, email, and system accounts.
 4. Employees cannot use employee-owned PCs to access sensitive data or place sensitive data on employee-owned storage media. Accessing sensitive data must be performed using city equipment.
 5. City of Lansing Information Technology is responsible for installing, testing, maintaining, updating, and repairing equipment and software for city issued equipment. All such activities must be performed at the city offices unless otherwise authorized. Information Technology will not generally perform such activities at employees' homes. The employee shall follow city protocols on services from the City of Lansing Information Technology.
 6. Equipment, hardware, software, and other devices furnished by the employer remain city property and subject to city work rules limiting personal use. Council shall maintain records documenting what city property has been designated for remote work. city owned software must not be installed on employee-owned hardware. Employee-owned software must not be installed on city hardware.
 7. Remote workers will return city hardware, software, supplies, documents, and other information or property to the city work location before ending the **Remote Work Agreement** or employment.
 8. Remote workers must promptly notify the employer of an equipment malfunction or failure of either city- or employee-owned equipment. If a malfunction prevents the worker from performing assigned tasks, the worker must notify the employer immediately. The worker will be directed to perform other assignments, assist with the repair or exchange of equipment, or return to the city work location.
 9. City Informational Technology Department is responsible for determining the telephone and broadband requirements to perform work. Employees must establish and provide at their own expense remote work environments that have high-speed internet access (commercial cable or wireless broadband with minimum speeds of 25 Mbps download and 5 Mbps upload), suitable lighting and furniture, and other utilities.

10. Council will inform employees of the city privacy and security requirements for remote work, including necessary equipment, use of VPNs, and other encrypted communications.
11. Remote workers must ensure that updates are timely made to hardware and software, consistent with City of Lansing Information Technology policies.

Work Rules

Council policies and work rules applicable to city offices also apply to remote-work locations and failure to comply may result in discipline or ending a remote-work arrangement.

Work Plan

Council President will establish and explain a work plan for employees working remotely that sets performance expectations, communication procedures, and privacy and security requirements during the remote-work assignment. Supervisors and employees shall certify that the remote-work plan has been discussed in the **Remote Work Agreement**. Documentation and explanation of expectations must also be memorialized in the bi-annual-rating process for continuing remote work.

Fiscal Responsibilities

Council is responsible for managing the costs associated to remote work in their allocated budget. Supplies and eligible employee reimbursement must be identified in the Remote Work Agreement and cannot conflict with Standardized Travel Regulations, city vehicle use policies and procedures, procurement policies and procedures, or any applicable collective bargaining agreement. Employees with authorized remote-work arrangements are not eligible for reimbursement for (1) travel between a remote work location and the work location where the employee would normally work absent a Remote Work Agreement or (2) meals or lodging purchased within the council-defined remote-work location or work location where the employee would normally work absent a Remote Work Agreement.

Tax Laws

Federal, state, and local tax obligations resulting from remote work are the responsibility of the employee.

Remote-Work Location

Remote work from a location outside Michigan requires the prior written approval of the Council President. Previously established out-of-state employees may continue to work remotely but should enter a Remote Work Agreement memorializing their status. Note: City computers and devices are not authorized for use outside the United States and Canada—whether for short-term, occasional use on vacation or longer-term, remote work. Any employee seeking to use City IT equipment outside the United States or Canada will also need to obtain prior approval and alternate equipment from the City of Lansing Information Technology Department.

Cancellation

Council may cancel a **Remote Work Agreement** anytime upon written notice to the employee. An employee may rescind an approved request to work remotely in writing anytime to the Council with two weeks' notice.

Modification

Amendment, modification, or extension of a **Remote Work Agreement** can be made anytime with written agreement between the Council and employee.

Grievance Procedure

Denial of a request to work remotely and cancellation of a Remote Work Agreement are not considered discipline nor grounds for a grievance.

Work Schedules

1. The Council President and employee will determine which days and hours during the pay period that the employee can work remotely. The Council President and Vice President must review the schedule and approve, modify, or deny the request in writing.
2. Absent other arrangements, the employee is expected to attend all assigned meetings in person. No work-related meetings will be conducted in the remote worker's home or other non-city owned or leased locations without the Council President approval.
3. An employee scheduled to work remotely on a day when the city work location is declared closed or inaccessible is expected to work remotely. An employee with a Remote Work Agreement who is scheduled to work from the city work location on a day when it is declared closed or inaccessible is expected to work remotely.
4. If an equipment failure or power outage occurs at the remote work location, the employee must report for work at the city workstation within 60 minutes unless the supervisor authorizes otherwise.
5. An employee is to perform only official duties and not conduct personal business while on work status at the remote work location. Personal business includes caring for dependents and performing other personal or home duties.
6. Remote workers must comply with Council requirements and applicable 214 collective bargaining agreements on illness and absence reporting and the use of leave credits.

Health and Safety

- Remote work locations are considered extensions of city workspace during scheduled remote-work hours. In the Remote Work Agreement, employees must certify that remote workspaces comply with, at a minimum, the following Remote Work Health and Safety Standards:
 - All reporting requirements for injury or illness extend to the remote work location.
 - Home locations must accommodate any city equipment used in performing work and due diligence and care will be exercised in the use and maintenance of equipment.
 - Heating, cooling, ventilation, and lighting are adequate for satisfactory work performance.
 - Electrical equipment is free of recognizable hazards and grounded.
 - Walkways, doorways, and corners are free of obstructions that interfere with visibility or movement.
 - File cabinets and other storage devices are arranged so drawers and doors do not open into walkways.
 - Work chairs are structurally sound and floors are free of conditions that could cause trips or falls.
 - Electrical cords, telephone lines, and equipment cables are secured and do not interfere with foot traffic.
 - The city may inspect home locations during remote work hours, with reasonable advance notice, to ensure ongoing compliance with Remote Work Agreements.
 - Non-compliance with Remote Work Health and Safety Standards is grounds to end authorization for remote work.

NOW BE IT RESOLVED that the Council approves the change to the Council staff Personnel Rules with the hybrid, remote or flexible work schedule options described in this resolution.

APPENDIX S: REMOTE WORK POLICY

Overview

This policy outlines guidelines for employees who work from a location other than our offices. We want to ensure that both employees and residents of the City of Plymouth will benefit from these arrangements. All remote work arrangements must receive prior approval from the department director and city manager. The city manager has the authority to change any provisions of this policy or an employee's individual arrangement if they deem it to be in the best interest of the City. Department directors may authorize voluntary temporary or intermittent flexible work arrangements, including combined worksite and remote work schedules under special circumstances, such as to complete a special work assignment, to alleviate transportation disruptions, or to balance work with family care responsibilities. The employee will initiate a request for remote work arrangements with a department manager, who can immediately authorize remote work on an ad hoc basis during a single workweek.

Statement of Policy

The City of Plymouth recognizes that flexible work arrangements and reduced commutes can benefit the employee and the department by making more efficient use of staff time. Remote work policies and requirements that pertain to emergency situations take precedence over the policies outlined in this document and will be communicated separately if enacted. Remote work is a management option, not an entitlement. The agreement may be revoked or modified by the department and/or City at any time for any reason.

Not all positions are appropriate or feasible for remote work.

Working remotely may be appropriate for some employees, depending on the nature and role of the position. Working from home is not an entitlement, it is not a citywide benefit, and it in no way changes the terms and conditions of employment with The City of Plymouth. As municipal government employees, our first priority is to anticipate the needs of our residents and serve them with excellence. It is important that we meet the expectations of residents regarding access to staff while balancing the needs of our team members. As such, the remote work policy provides flexibility but does not allow a permanent work from home schedule. Staff are expected to be available during work hours if the need arises to appear in person.

There are times when remote work authorization can be granted by department supervisors for a short-duration such as one to three days. This is to allow additional flexibility to handle unique situations such as weather (i.e. snowstorm) or onsite contractors (i.e. need to be present in home). These are merely examples but not an exhaustive list.

Remote work does not change the terms and conditions of an employee's employment with the City of Plymouth, nor does this policy modify the terms and conditions of any agreement with any bargaining unit. Current bargaining units do not have any positions eligible for remote work at this time.

Directors and staff will determine long-term and short-term goals for remote work. Directors have discretion to set departmental expectations with remote work and may adjust staff schedules to require a certain number of hours/workdays in person per week. Remote work schedules should be determined on a per case basis depending on the needs of the department, the needs of the City and the requirements of the position.

Remote Working that Works

To ensure that employee performance will not suffer in remote work arrangements, we suggest the following for our remote employees:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job (employee expense)
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their manager and in compliance with state law and/or collective bargaining agreements

Employees need to ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively on those days. Employees must be available during their department's normal work hours while working remotely. However, directors may allow an employee to deviate from their schedule for a period during their day to attend to other business with pre-approval.

The employee is responsible for establishing an appropriate work environment within his or her home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as internet connectivity, remodeling, furniture or lighting, or for repairs or modifications to the home office space.

The City will determine the equipment needs for each employee on a case-by-case basis. Equipment may be supplied by the City and is to be used for City business purposes only. All City property must be returned when the employee is no longer working remotely and upon termination of employment.

Employees are expected to maintain their home workspace free of safety hazards. Injuries sustained by the employee in a home office location while performing regular work duties are normally covered by workers' compensation. Employees are responsible for notifying management and human resources of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to their home worksite.

Consistent with the City's policies and expectations of information privacy and security in the workplace, employees working remotely are expected to ensure the protection of protected personal information (PPI), Protected Health Information (PHI) and any other private or confidential information accessible from their home office.

Compliance with Policies

It is expected that when an employee works from home, they are not taking on additional personal responsibilities that distract them from their job. Our employees must follow all City policies in the

office and while working remotely. Examples of policies that all employees are required to abide by include, but are not limited to, the following:

- Attendance
- Social media
- Confidentiality
- Data protection
- Employee Code of Conduct
- Racial Equity/Anti-Harassment /Equal Opportunity
- Safety
- Dress code when meeting in person or by video with residents, partners, or other outside contacts

Productivity and Effectiveness

Hourly employees will be required to submit a remote work log when they work from a remote location. As department supervisors often work additional hours, they are not required to provide a work log, but their productivity will be measured by the city manager. If at any time, an employee's director determines that an employee is not as productive or as effective in their job as they need to be working remotely, the director, at their discretion, can alter or eliminate the employee's ability to work remotely. All time reporting procedures currently in process remain in process while working remotely.

Equipment

We will provide our employees with equipment that is essential to their job duties, like laptops and remote phone access. We will install VPN and City-required software when employees receive their equipment. Employees should not use their personal equipment to access work information. The City is not responsible for furnishing adequate remote internet connections and will not subsidize employees for use of their private internet services or other household utilities.

Equipment that we provide is City property. The City retains control over the property and reserves the right to monitor City property even when used at your remote location. Employees must keep it safe and avoid any misuse. Equipment supplied by the City is to be used for business purposes only. Only the employee assigned said equipment is authorized to use the equipment. An inventory of all City property received will be kept and the employee agrees to take appropriate action to protect the items from damage or theft. Employees must take proper measures to secure City information, assets, and systems.

Specifically, employees must:

- Keep their equipment password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from visiting untrustworthy or suspicious sites
- Only download authorized software with prior approval
- Keep confidential information in locked file cabinets and desks

Upon termination of remote work or separation of employment, all City property must be returned to the City.

Confidentiality/Security

The same security practices required at work regarding City data applied to the employee's designated workspace. Employees often work with confidential and/or critical information, and employees must exercise due diligence to ensure that City data and systems are protected, and not left available for intentional or inadvertent access by others. Employees are to follow all laws and City and departmental policies and procedures including technology security, privacy, and confidentiality policies and guidelines as when working in the office.

The employee must follow secure practices to protect equipment, City data and systems. This includes, but is not limited to:

- Employee will not take confidential information home (either on a laptop, flash drive, CD, paper copy, or other medium) without the prior approval from the supervisor. Such an agreement will be for a specific task and time duration.
- Provide secure workspace for protection of City equipment, City data and City systems, particularly confidential data including what is covered under HIPAA regulations.
- Properly use City applications, systems, and network, including use of strong passwords, and logging out of applications when not in use.
- Remote worker will always keep all City equipment and documents in a safe and secure space.
- Due to the nature of some documents, there are documents not available to be removed from City facilities for remote work.
- Return documents containing sensitive information to the Department for proper storage, shredding or disposal and do not discard in a household receptacle.

Termination of Remote Work Arrangements

Failure to comply with the above policy provisions may result in the immediate termination of the remote work arrangement. Unless identified in a written agreement, employees should not assume any specified period for remote work arrangements. The City reserves the right to require employees to return to regular, in-office work at any time, with reasonable notice whenever feasible.

E. Time Reporting

The workweek covers seven consecutive days beginning on Saturday at 12:01 a.m. and ending on Friday at 12:00 midnight. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the Director to whom the employee reports.

Employees will submit their bi-weekly timesheets as required by their Director. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

F. Flexible Work Schedule and Temporary Flexible Work Hours

Flexible work schedules are those that vary from the regular work schedule of the Township. Prior approval from the department Director must be obtained before use of a flexible work arrangement. Adjustments to an employee's regular work schedule may be altered on a permanent basis or for an extended period of time, however, the revised schedule must continue to support the operational needs of the department and the Township. In the event of work schedule changes, a plan for continued fulfillment of work expectations, including how communications with co-workers, customers, and the Director will occur and how to handle departmental needs that arise during the employee's absence, must be addressed. Due to the nature of the work being performed, some options may not be available to all employees.

A permanent or long term work schedule adjustment must be approved, in writing, by the Director and Human Resources Director. All permanent work schedule alterations will be documented in the personnel file and the information provided to payroll for accurate record keeping. Flexible work schedule adjustments may be revised or revoked by the Director, Human Resources Director, or Township Manager as needed.

Flexible work hours are temporary changes in an employee's regular work schedule in order to adjust for an unplanned, short-notice, or special circumstance. When an unforeseen event or special circumstance occurs, the Director may approve an adjustment to the employee's schedule that may include altering the start and/or end time, or reducing an unpaid lunch period to allow for work hours to total no more than 8 hours in a workday. For unanticipated use of leave time, the Director may approve leave time to be used during flexible work hours. Although a late arrival or leave early may still be considered tardiness, the employee can, with the Director's approval, work additional time on that day or sometime that week to make up the missed time.

G. Lunch, Rest Periods and Breaks

The schedule of lunch periods and breaks at Meridian Township is set by the employee's supervisor or Director with the goal of providing the least possible disruption to Township operations.

Employee lunch periods are important to employee productivity and employee health. Full-time employees will be provided an unpaid one (1) hour lunch break. The lunch period will not be included in the total time of work per day. Part-time employees working a minimum of six (6) hours

City of Detroit

Flexible Work Schedule Policy



1. Preamble

- 1.1. The City of Detroit values employee work/life balance and encourages the use of flexible work schedules as a viable, voluntary option to foster a more satisfying and productive employment experience.
- 1.2 The City recognizes the benefits of a formal Flexible Work Schedule Program, including:
 - Contributing to a safe and healthy workplace;
 - Enhancing Employee well-being and work/life balance;
 - Boosting employee morale, job satisfaction and productivity;
 - Positioning the City as an employer of choice by creating work-life balance options that are useful in the recruitment and retention of top talent.
 - Reducing absenteeism;
- 1.3 As the Flexible work Schedule Program grows, the City will benefit by:
 - Continuing to provide critical services during an emergency;
 - Maximizing the use of City resources, including office space;
 - Impacting the City's Sustainability Plan by reducing our carbon footprint.

2. Purpose

- 2.1 This policy outlines the Flexible Work Schedule (FWS) options, guidelines, processes, and forms that are available to eligible City employees. The FWS program intends to promote a more satisfying work/life balance through the flexible scheduling of the workday and/or work location. This policy does not alter, amend, or otherwise supersede any labor agreement, ordinance, Detroit Civil Service Rule, State or Federal law. Please refer to the appropriate collective bargaining agreement for specific bargaining unit provisions, if applicable.

3. Scope

- 3.1 This policy applies to eligible full-time City of Detroit employees in departments and collective bargaining units that opt-in to the FWS Program.
- 3.2 This policy does not apply to part-time employees or Personal/Professional Services Contractors.
- 3.3 Medical certifications can include physical and/or mental certifications.
- 3.4 Departments who are paid out of the PDS Payroll System must migrate to the UKG – UltiPro Payroll System to participate in the FWS Program.

4. Definitions

- 4.1 **Compressed Work Schedule 4/10's** – Eligible Non-Exempt employees approved for this schedule work four (4) 10-hour days per week; totaling eighty (80) hours in an 8 day pay period.
- 4.2 **Compressed “Hybrid” Work Schedule 9/80's** – Eligible Non-Exempt employees approved for this schedule work four (4) 10-hour days per week and five (5) 8-hour days the next week; totaling eighty (80) hours in nine (9) days per pay period.
- 4.3 **Compressed Schedule (Exempt Employees Only)** – An eighty (80) hour work schedule completed over the course of a bi-weekly pay period. Only applies to employees who are not eligible for overtime; generally non-union, “Administrative Roster” personnel. Schedules may be comprised of any combination of hours which ensure a minimum of 80 hours worked per pay period. Lunch breaks must be at least one half-hour. The compressed work schedule cannot vary from pay period to pay period.
- 4.4 **Core Hours/Days** – Hours or days when all employees are expected to be physically present at their primary on-site work location. Core hours or days may vary depending on the requirements of the position and operational needs of the department.
- 4.5 **Exempt Employee** – An employee who does NOT receive overtime compensation after forty (40) hours worked, pursuant to the provisions of the Fair Labor Standards Act (FLSA). Employees are considered salary and are compensated on a weekly basis.
- 4.6 **Non-Exempt Employee** – An employee who is required to receive overtime compensation after either forty (40) hours worked or 8 (hours) per day (per union contract), pursuant to the provisions of the Fair Labor Standards Act (FLSA).
- 4.7 **Policies** – All City policies are located in the City’s policy warehouse, [PowerDMS](#)

- 4.8 **PowerDMS** – The City of Detroit’s virtual policy warehouse [PowerDMS](#) Employee usernames are provided to them at time of hire, and they are assigned a default password that must be changed at the time of first login. If Employees have any issues with their username or password, they can send an email to powerdmsadmin@detroitmi.gov. Employees also have access to PowerDMS through the UltiPro homepage.
- 4.9 **Program Year** – A period of one year that runs commensurate with the City of Detroit’s fiscal year calendar, July 1st – June 30th . The employee will be required to submit a new application and new attachments for each subsequent year they participate.
- 4.10 **Prohibited Data** – Confidential information that employees may be prohibited from accessing while off City Premises. This includes:
- Personal Identifying Information (PII) such as Driver’s License Numbers and Social Security Numbers;
 - Protected Health Info.(PHI): personal health and medical information;
 - Payment Card Industry Information (PCI) such as information related to financial transactions and credit card numbers; and
 - Any other applicable information deemed confidential by the City.
- 4.11 **Shift** – A daily schedule consisting of start time, end time, lunch, and off days.
- 4.12 **Supervisor** – A City of Detroit employee who has direct oversight of another employee’s work product and scheduling.
- 4.13 **Telework** – A flexible working arrangement that allows eligible employees the opportunity to work away from their primary on-site work location.
- 4.14 **VPN** – Virtual Private Network; allows employees access to the IT infrastructure remotely.

5. Policy Publication

- 5.1 A digital copy of this policy is located on the Human Resources Department Webpage and shall be retained in the City’s [PowerDMS](#) Policy Warehouse System for employee review and signature.

6. Policy

- 6.1 The Flexible Work Schedule (FWS) Program exists to promote work efficiency while maintaining a high-level of customer service and reducing costs to the participating employee; including but not limited to costs associated with commuting, parking, gas, etc.

6.2 Under the FWS Program, employees have the following (4) options:

a) **Telework:**

Work a normal shift for one or more days at an approved alternate location

b) **Compressed 4/10's (Non-Exempt Employees):**

Work (4) 10-hour days both weeks in a pay period

c) **Compressed 9/80 (Non-Exempt Employees):**

Work (4) 10-hour days one week and (5) 8-hour days the other week

d) **Compressed (Exempt Employees):**

Work any combination of hours that ensure a minimum of 80 hours worked per pay period. This is the only compressed schedule option for Exempt employees

6.3 The duties, obligations, responsibilities, and conditions of the participant's employment remain unchanged. The employee's rate of pay and all associated fringe benefits remain unchanged.

6.4 The participating employee and their supervisor shall continue to comply with all City and/or departmental policies, procedures, contract provisions, rules, and regulations; the violation of any may result in the immediate termination of the FWS agreement and/or disciplinary action, up to and including termination of employment. FWS may be available pursuant to the Americans with Disabilities Act (ADA).

6.5 All FWS applications will be evaluated on a case-by-case basis. The employee's employment record, inclusive of performance history and disciplinary history in addition to an assessment of the employee's job functions shall be reviewed by the supervisor to determine if the employee can be placed on a FWS.

6.6 FWS is not a universal employee benefit; employees do not have a "right" to participate in the program. The City reserves the right to approve or deny an employee's application or terminate an approved FWS at any time. Employees who desire to participate in the FWS program must apply and receive approval of their supervisor, Department Director or designee and Human Resources before the FWS can begin or continue.

6.7 Employees who experience work performance difficulties, attendance problems, receive coaching, are placed on a Performance Improvement Plan (PIP), or

receive disciplinary action during the approved FWS period, may be immediately removed from the FWS Program.

- 6.8 When the participating department elects to terminate or change the FWS, a two-week (one pay period) notice to the affected employee(s) shall be provided, except in instances where operational need, emergencies or employee conduct dictate an immediate termination or change. In such cases, the supervisor may unilaterally adjust or terminate the FWS.
- 6.9 Employees who experience a job change (i.e., promotion, demotion, transfer, location change) must re-submit their request to their new supervisor for review and approval.
- 6.10 The terms of this FWS Policy are not grievable; including but not limited to FWS decisions, terminations, or changes to an approved FWS.

7. Eligibility

- 7.1 Eligibility, as defined throughout this policy, shall not be interpreted as an approval of the employee's application. No employee is entitled to, or guaranteed the opportunity to have an FWS, as some positions or departmental operations are not suitable for FWS. Consideration is based on a combination of job characteristics and contingent on satisfactory employee performance.
- 7.2 Full-time City of Detroit employees who are appointed or certified by the HR Department are eligible to apply; provided the employing department is in UltiPro, elects to participate in the FWS Program, and the employee's respective union participates in the FWS Program.
- 7.3 Any employee who received a suspension within twelve (12) months of the application date shall not be eligible to participate in any FWS option unless an emergency exists which the department or the City requires the employee to work from home.
- 7.4 The applicant and supervisor will receive a formal letter from the HR Employee Services Consultant stating if the application was approved or denied. This letter will serve as the City's official determination of the FWS Application.

8. Digital Application

- 8.1 Any employee seeking approval to participate in any of the flexible work options referenced in this policy must complete the [Flexible Work Schedule Application](#) on Smartsheet.
- 8.2 To determine if an FWS application should be approved, the supervisor must assess if the employee's tasks can be performed successfully away from the office or within a compressed work schedule.

8.3 Prior to approval, the supervisor must confirm that the employee's absence from the primary work location will have the following:

- Minimal impact on the business operation;
- Resources that an employee needs to do his/her job are easily transportable or available, and
- Other qualified employees are available onsite to provide adequate coverage at the assigned work location.

9. Flexible Work Schedules

9.1 A combination of telework and compressed schedules is not allowed under any circumstances.

9.2 An employee can request to change the location of their work site or request to alter the start and end times of their shift, provided the hours worked are within the department's core hours and the schedule is approved.

9.3 The department may institute core work hours or days that will ensure appropriate staffing levels are in place. Any reduced schedule requires special approval and special programming in payroll systems to accommodate changes in shifts. Once an FWS is set, the schedule may not be changed, in any way, without the written permission of the immediate supervisor/manager.

9.4 The City's FWS Program runs on a fiscal year calendar. Requests approved after on or July 1st will terminate on June 30th of the following year. The maximum length of an approved FWS is (12) twelve months. At the end of this period or at the beginning of a subsequent fiscal year, the employee may renew by submitting an updated request.

9.5 Employees are encouraged to submit their applications at least 30 days prior to the expiration of the FWS to minimize disruption and allow time for departmental and HR review.

9.6 After an employee starts an FWS, periodic reviews should be conducted by the participating department to evaluate the success of the arrangement. These reviews should be conducted at 90-day intervals during the first year of the arrangement. A renewed arrangement can be reviewed in longer increments.

10. Compressed Schedule Considerations for 4/10's ONLY

| <u>COMPRESSED SCHEDULE</u> <u>4/10's</u> | <u>COMPRESSED SCHEDULE</u> <u>9/80</u> | <u>COMPRESSED SCHEDULE</u> <u>EXEMPT Only</u> | <u>TELEWORK</u> |
|--|--|---|--|
| <ul style="list-style-type: none"> • (4) (10-hour) days per workweek • Employees receive one (1) additional off-day per week • Employees will only receive OT for time worked over 40 hours | <ul style="list-style-type: none"> • (4) (10-hour) days one week and five (5) (8-hour) days the next week; totaling (80) hours in nine (9) days • Employees will only receive Overtime pay for time worked over 40 hours in a work week. | <ul style="list-style-type: none"> • 80-hours worked over the course of the bi-weekly pay period. • Applies to EXEMPT employees who are not eligible for overtime; generally non-union, "Admin. Roster" personnel. | <ul style="list-style-type: none"> • Employees work at an approved alternate location • Employees must ensure that their time sheet accurately reflects their hours worked |

10.1 Vacation, Sick & Departmental Leave

Vacation, Sick, and Departmental Leave will be charged against the employee's respective banks to cover the 10-hour absence.

Example: If an employee is scheduled to work (4) 10-hours days in a week and requests to take a vacation or sick day on their scheduled workday, 10 hours will be charged against their time-off bank.

Conversely, if an employee is ill on their scheduled day off, nothing is recorded on the time sheet because the employee was already scheduled off

10.2 Holiday Pay – Occurring on Employee's Scheduled Workday OPTION #1

Upon the employee's request, the supervisor can perform a shift override in UKG UltiPro, reverting the employee to their normal schedule to ensure that the employee receives a holiday off.

10.3 Holiday Pay – Occurring on Employee's Scheduled Workday OPTION #2

Holidays are paid in 8-hour increments. The employee can supplement the 8-hour Holiday pay by using 2 hours from their Vacation, Dept. Leave or Compensatory Time (C-Time) bank(s).

10.4 **Holiday Pay – Occurring on Employee’s Scheduled Day Off**

The employee can request that their supervisor move the holiday to another scheduled workday in UltiPro so that the employee receives the benefit of the additional day off. Because holidays are paid in 8-hour increments, the employee could supplement the 8-hour Holiday pay with 2 hours from their Vacation or Dept. Leave bank(s) or request to revert to a normal work week.

10.5 **Jury Duty – Occurring on Employee’s Scheduled Workday**

Jury Duty shall be paid in accordance with City policy. The employee will receive payment for their entire shift.

10.6 **Jury Duty – Occurring on Employee’s Scheduled Day Off**

Jury Duty will not be paid for jury service on an employee’s regularly scheduled day off since the employee is not scheduled to work on that day.

10.7 **Overtime**

10.7.1 Exempt employees are not entitled to overtime compensation. Non-exempt employees will be compensated for overtime in excess of forty (40) hours in a workweek

10.7.2 Non-exempt employees on a FWS are not entitled to daily overtime.

11. Telework Agreement

11.1 Employees wishing to telework, must acknowledge and agree to the terms of a Telework Agreement on the FWS Application.

11.2 Telework allows employees to work at a location other than their primary on-site work location. Supervisors may require employees to report to the primary on-site work location on a scheduled telework day as needed; providing as much notice as possible.

11.3 All Telework employees shall maintain a log or report of all work activities performed daily (Non-Exempt Employees) or for the work week (Exempt Employees). The report must be maintained for at least one year, in the event of a work audit.

- 11.4 The employee must be prepared to attend mandatory meetings or reply to correspondence and phone calls as soon as possible, but no less than two (2) hours, or as agreed. Employees must also be prepared to provide status updates upon request of their supervisor.
- 11.5 Should an employee fail to respond to correspondence or report within the proscribed amount of time, the supervisor has the discretion to:
1. Charge the employee's time-off bank,
 2. End the FWS arrangement, and/or
 3. Issue discipline.
- 11.6 Employees approved for telework are responsible for maintaining a healthy, clean, and safe working environment including a work area, bathroom, and other areas that may be necessary for working.
- 11.7 Employees must have an area free from distractions.
- 11.8 Telework employees shall not hold meetings at their alternate work location where the physical presence of others is required.
- 11.9 **Employees may not, under any circumstances, conduct any non-City work while on City time.**
- 11.10 The employee shall participate in any and all evaluations of the FWS Program, including inspections and investigations resulting from an injury sustained during work.
- 11.11 Employees are required to store, safeguard, and dispose of documents in a manner that will not jeopardize the City's interest and will protect information deemed confidential from disclosure.
- 11.12 Teleworking employees shall abide by all Department of Innovation & Technology (DoIT) rules and policies. The employee should be familiar with the following policies and guidelines accessible on the City's website under the [Workplace Policies](#) heading.

12. Telework Considerations:

- 12.1 See Attachment A – Supervisor Checklist for special considerations that every Supervisor/Manager should review prior to approving a telework application.

13. Telework – Communication

13.1 In order to maintain close communication and standards of professionalism while working from a remote location, the telework employee shall:

- Notify their manager, co-workers, etc..., of any change in the telework schedule
- Provide contact info. in Outlook and on voicemail to
- Always be available by telephone and email during scheduled working hours
- Return calls and emails in a timely manner, as defined by the supervisor, department, etc.
- Participate in any required communication with manager – such as daily contact
- Have office calls forwarded to another City phone or periodically check voicemail during the day
- Answer the telephone professionally with no distractions during scheduled working hours

13.2 The telework employee will agree with their manager on a plan for receiving assignments, returning assignments, and reporting to the manager on telework days. The employee will maintain contact with their work unit and colleagues, including attending meetings on telework days when requested to do so by their manager.

14. Telework- Workers Compensation

14.1 Employees will be covered by worker’s compensation for all job-related injuries occurring during their defined work period. In the event of a job-related incident, accident, or injury during telework hours and only at the approved telework location(s), the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents, or injuries. All injuries will be investigated on a case-by-case basis.

14.2 Worker’s compensation shall not apply to non-job-related injuries that occur while teleworking or for non-job-related injuries that are sustained during working hours for unauthorized tasks. The City of Detroit will not be responsible for injuries to third parties or members of the employee’s family that occur on the employee’s premises or third-party work location. It is the employee’s responsibility to maintain a safe work environment.

15. Telework – Safety and Equipment

- 15.1 The employee must acknowledge on the FWS Application that their space complies with all prescribed requirements, if any. If a job-related accident or injury occurs, then a mandatory home safety inspection will be conducted as soon as possible. The City will provide routine maintenance and repairs only for City equipment if the equipment is returned to the assigned work location.
- 15.2 The City will not support, maintain, or repair an employee's own equipment. The City will not pay for, or reimburse the employee for any communications charges including but not limited to, local or long-distance telephone calls/service, internet service, cell phone charges, etc.
- 15.3 Employees who telework may use City supplied office supplies such as pens, pencils, stationary, envelopes, etc. only for authorized work purposes. Necessary supplies should be obtained through the normal procurement process.
- 15.4 All equipment and supplies must be immediately returned to the City upon conclusion of the telework arrangement, or when the equipment is no longer needed to perform the work.
- 15.5 An employee who desires to telework from any other location, other than the one approved on the Telework Agreement must notify and receive approval from their supervisor in advance.

16. Recording Hours

- 16.1 The department is responsible for ensuring that the appropriate HR - Employee Services Consultant receives the approved application for final review. HR shall notify the supervisor and employee of the approved FWS start date via letter. An employee shall not begin a FWS shift until notification from HR Employee Services is received. Upon HR notification, the supervisor and employee shall ensure that time is accurately reported in UltiPro.

17. Call-In Procedure & Leaves of Absence

- 17.1 FWS employees who are ill and unable to perform the functions of their job on a scheduled workday, shall follow their department's call-in procedure. Teleworking should not be used in place of sick leave, or other types of leaves, unless approved by Human Resources in writing. Normal policies apply when requesting sick leave, vacation, and other types of leave.

- 17.2 An FWS will not change how sick leave or other type of paid time off is accrued, paid, or used. When employees use Sick time for all or part of their workday, the number of hours off-duty due to illness or other allowable reason, shall be charged to the employee's time-off bank(s).

18. Additional Resources

- 18.1 For additional information concerning the application of this policy, please contact the HR Policy & Planning Division or your HR Employee Services Consultant. For additional City of Detroit policies accessible on the City's website under the [Workplace Policies](#) heading.

19. Statement of Non-Discrimination and Equal Opportunity

- 19.1 The City of Detroit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religious beliefs, age, weight, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ATTACHMENT (A) - SUPERVISOR CHECKLIST FOR TELEWORK

| Yes | No | (Reference Document Only) |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you ensure that the employee records all work performed while teleworking in case of an audit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the employee have the necessary knowledge to perform the required job tasks away from the office? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the employee demonstrated that he/she is reliable, responsible, self-directed, and able to work independently in performing his/her work duties? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the employee demonstrated the ability to establish priorities and manage his/her time effectively? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the employee able to effectively complete work with minimal supervision/direction? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the employee's job performance meet or exceed expectations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the employee have a history of accurately reporting his/her time? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the employee receives overtime will the Department be able to accurately monitor the employee's time while teleworking to ensure he/she is being properly compensated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will teleworking permit the employee to support the work of others and contribute to business operations in the same/similar manner as if the employee was in the primary City office? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the employee continue to be accessible to internal and external customers and clients in the same/similar manner as if the teleworker was in their primary City office? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will telework expectations and goals be established? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the employee solve many of their own problems? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the employee seem to be comfortable working alone and have the ability to adjust to the missed social interaction of the office on the days they would telecommute? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the employee knowledgeable of the City's and the Department's policies and procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the employee telecommutes, will there be a significant impact on the workload of their co-workers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is it possible for the employee to provide support to co-workers when the employee is teleworking? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you consider the employee to be successful in their current position and do they know their job well? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the job have minimal requirements for direct supervision or contact with the customer? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can the job be performed with files, references and guides which are stored electronically? If not, can these resources be taken home without impacting co-workers or customers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the employee confirmed he/she has the computer resources, internet connection, and other information technology needs for the required productivity? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there remote access hardware limitations (i.e., able to access all necessary programs and systems)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does/will the teleworker have the supplies, equipment, and access necessary to work efficiently and effectively at the alternative work location? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the employee require the use of City-equipment or technology? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does this position require access to confidential information that may not be suitable to access while off of City Premises such as Personally Identifying Information (PII) such as Social Security Numbers; Protected Health Information (PHI) such as HIPAA (Health Insurance Portability and Accountability Act) that relates to individually identifiable health and medical information; Credit Card or Payment Card Industry Information (PCI) such as information related to financial transactions and credit cards; or any other applicable information deemed confidential by the City? |