

**POLICY OF THE CITY OF WHITING, INDIANA
REGARDING A REMOTE WORK POLICY AND AGREEMENT
FOR EMPLOYEES ON A TEMPORARY BASIS**

PURPOSE: This policy outlines guidelines for employees who work from a location other than our offices. All remote work must receive **prior written approval** from the employee's Department Head. The goal is to ensure that both employees and the City will benefit from the arrangement.

GENERAL RULES:

1. **Not all positions are appropriate or feasible for remote work.**
2. The opportunity to perform work remotely is limited to those positions which deal solely with internal city matters, the completion of which is time-sensitive . For example, payroll, utility billing, insurance. Positions which primarily provide customer service to the public, which do not perform work in an office or on a computer, or which require supervision of other employees would not be eligible for remote working.
3. The approval to work remotely shall be granted on a temporary basis only depending on the business needs of the City and may not exceed a time period of four (4) consecutive weeks.
4. Remote work does not change the terms and conditions of your employment with the City of Whiting.
5. The workplace address shall be the primary working address for any remote work.
6. All work must be completed on a city-provided laptop and all electronic correspondence shall be conducted through the employee's city email address.
7. All work is to be performed during the employees normal assigned days and hours.
8. Off the clock work is NOT permitted.
9. Any overtime must be authorized by the Department Head PRIOR to being worked.
10. Non-exempt employees must follow all applicable policies regarding meal breaks and timekeeping.
11. Employees must execute the Acknowledgment of Remote Work Policy which is attached to this policy.
12. No work may be performed in any public place (including restaurants, coffee shops, cafes, malls, parks, etc.).

REMOTE WORKPLACE:

To ensure that the employee performance will not suffer in remote work arrangements, the employee should adhere to the following:

1. Choose a quiet and distraction-free working space.
2. Have a secure internet connection that is adequate for work performed.
3. Dedicate his/her full attention to job duties during working hours.
4. Clock off the computer during normal lunch break.
5. Ensure schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

EQUIPMENT:

1. The City will provide remote employees with equipment that is essential to their job duties like laptops and headsets. Employees will be required to provide secure internet access for laptop.
2. The equipment provided is city property and should only be used to perform the employee's assigned job duties.
3. The employee must take proper measures to protect the property from damage or theft and to secure City information, assets, and systems.
4. The City retains control over the property and reserves the right to monitor city property even when used a remote location.
5. Employee shall keep the 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 proper approval; and keep confidential information in locked file cabinets and desks.
6. All equipment must be returned to the Department Head upon expiration of remote work authorization.

COMPLIANCE WITH POLICIES:

Remote employees must comply with all city policies like their office-based colleagues. Examples of policies that all employees should abide by include, but are not limited to, the following:

1. Attendance
2. Social media
3. Confidentiality
4. Data protection
5. Employee Code of Conduct
6. Anti-discrimination/anti-harassment/equal opportunity
7. Safety
8. Appropriate attire if meeting by video with city employees, elected officials, or consultants.

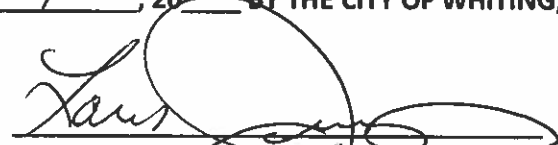
ALL OF WHICH IS APPROVED THIS 3rd DAY OF MAY, 2022 BY THE CITY OF WHITING, INDIANA BOARD OF PUBLIC WORKS AND SAFETY.



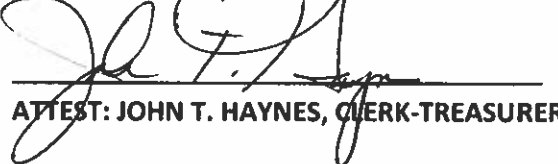
STEVE SPEBAR, PRESIDENT



MARK HARBIN, MEMBER



LARRY JENNINGS, MEMBER



ATTEST: JOHN T. HAYNES, CLERK-TREASURER

**ACKNOWLEDGEMENT OF REMOTE WORK POLICY
CITY OF WHITING, INDIANA**

I have read and understand the attached **Remote Work Policy**, and agree to the duties, obligations, responsibilities, and conditions for remote workers described and authorized in the policy. I understand that I remain subject to all of the City of Whiting internal policies including ,but not limited to, policies relating to technology, confidentiality, harassment and discrimination prevention, and safety policies.

I agree that, among other things, I am responsible for following my remote work schedule, taking proper measures to secure City information, assets, and systems, and maintaining my workspace in a safe manner.

I understand that the City may at any time change any or all of the conditions under which I am permitted to work remotely or withdraw permission to work remotely.

The City has supplied me with the following equipment:

_____	_____
_____	_____
_____	_____

I further understand that the City policy relating to properly maintaining office equipment applies. At the end of the employment relationship or termination of this remote work agreement, I agree to immediately return this equipment. I understand I will be responsible for any damage other than normal wear and tear.

I understand that the City may monitor any equipment that is provided to me, and that said equipment is only authorized for use for City employment related matters.

I have reviewed the Remote Work Policy with my Department Head and understand its contents and applicability. I understand that this Policy may be altered or terminated at any time.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____

_____ request approved _____ request denied

Employee remote work address: _____