



Legislation Text

File #: 21-947, **Version:** 1

FROM:

Human Resources

SUBJECT:

Adoption of the Telework Policy and Telework Agreement to City of Fontana's Administration Policy and Procedures

RECOMMENDATION:

To adopt the Telework Policy and Telework Agreement to the Administrative Policy and Procedures

COUNCIL GOALS:

- To operate in a businesslike manner.

DISCUSSION:

The policy and procedures for the telework program are for employees, not including uniformed public safety and field employees. This program is for positions in which it is operationally feasible to perform the work off-site.

Telework is when employees perform some or all of their usual job duties at a location away from their usual city work locations at a telework site (primarily at home), as established in a Telework Agreement. Telework can be done on a regularly scheduled basis or on occasion as needed and approved in advance.

Telecommuting is an optional program, not guaranteed, that may be provided as a privilege to employees whose job duties do not require physical presence at the permanent work site.

Employees may be called to return to work at a city on-site location at any time while in a telecommuting capacity.

Employees must work at a city worksite at least one day a week. The department director may modify the number of on-site days or terminate the Telecommuting Agreement for performance concerns or any changing operational needs.

At any time, the City Manager's Office may evaluate the effectiveness of the citywide telework policy. Upon assessment, the telework policy may be discontinued or amended.

FISCAL IMPACT:

There is no fiscal impact associated with the proposed adoption to the Telework Administration Policy.

MOTION:

Approve staff recommendation.