

CITY OF WACO

TELECOMMUTING POLICY

Policies and Procedures

EMP-7

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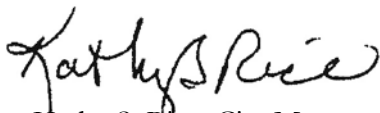
A. Statement of Purpose

The purpose of this document is to set a policy for City of Waco Personnel who are allowed to telecommute. Telecommuting is a work option, not an employee benefit. The Department Director and City Manager must approve this as a work option for any employee.

B. General Policy

Telecommuting means working one or more days of each workweek at home or at an office near home, instead of commuting to a distant work place, including the associated changes in work structure required to create such an arrangement. May or may not include partial or total substitution of telecommunications technology for the trip to and from the primary work place. It is flexible but it is deliberate: boundaries are defined, expectations and schedules are set, and all city policies apply.

The employee and the Department Director shall agree on a letter of understanding which will designate schedule, work expected, what city equipment will be used, standards of work performed, assurances of amount of work and how the employee will account for time worked and commitments to be available and ready to come to work at their regular office when necessary. To be approved by the City Manager or Assistant City Manager.



Kathy S. Rice, City Manager
August 22, 2000