CITY OF MINNEAPOLIS
Alternative Work Arrangements Procedures
(Links to Policy and Forms)

Governing Policy: City of Minneapolis **Alternative Work Arrangements Policy**

Applies To: This policy applies to the following employees under the jurisdiction of the Mayor and City Council: 1) appointed employees, 2) non-represented employees, 3) politically appointed employees and 4) employees represented by the Minneapolis City Supervisor's Association (MCSA) and the Minneapolis Professional Employees Association (MPEA).

Synopsis: Establishes procedures, roles, responsibilities and conditions for when department heads (or their designees) may authorize employees to enter into Alternative Work Arrangements as defined in the policy.

Department Approval: September 2010 **Last Revision Date:** December 29, 2011

Administering Department: Human Resources **Contact:** Charles J. Bernardy, 612.673.3103

PURPOSE

To establish a Citywide system under which employees are authorized to have Alternative Work Arrangements (AWAs).

The following procedures have been developed to support the AWA Policy that was approved by the Minneapolis City Council. The procedures developed cover the following types of AWAs:

A. Compressed Workweek
B. Flextime
C. Job Share
D. Gradual Retirement
E. Telework

AWAs are not appropriate for all employees and no employee is entitled to or guaranteed the opportunity to enter into them.

ALTERNATIVE WORK ARRANGEMENTS DEFINED

Listed below are the five types of AWAs covered by the City of Minneapolis AWA Policy:

A. Compressed Workweek - A 40-hour workweek is completed in less than five full workdays or an 80 hour work schedule is completed over a two week period in less than 10 work days. Examples of compressed workweek schedules include but are not limited to:

1. Working four 10-hour days
2. Working 9-hours for four days, and 4-hours for one day
3. Working a "5-4/9" in which an employee works eight 9-hour days and one 8-hour day in the pay period. (Note: Approving a compressed workweek whereby a non-exempt employee works over 40 hours in a week will require the City to pay overtime.)

B. Flextime - A 40-hour workweek (for full-time employees) is completed but there is flexibility in establishing daily start and end times. Days of the workweek may have varying start and end times, but the pattern should recur predictably over each workweek. Examples of flextime arrangements include:

1. *Flexible Work Hours:* Employees work 8-hour days with start/end times varying from the standard work schedule. Managers identify core hours for the department/business.

2. *Flexible Work Schedule:* Employees do not work a standard 8-hour day. Workdays may vary from day to day, but remain consistent over a standard pay period. Example shown below:

Monday	Tuesday	Wednesday	Thursday	Friday
9 Hours	9 Hours	8 Hours	7 Hours	7 Hours

C. Job Share – More than one employee shares the duties of one full-time budgeted position. Work hours of each employee may vary.

D. Gradual Retirement – The practice of allowing individual employees to develop work schedules that allows them to retire gradually rather than going from full-time to retired in a very short period of time such as a single day. Gradual retirement can take different shapes and forms, including, but not limited to:

1. Progressively Reduced Work Schedules
2. Job Share
3. Part-Time Employment

E. Telework (a.k.a. Telecommute) - Telework is the practice of an employee working remotely. Remote worksites include homes, mobile worksites, customer sites, or other remote locations. Teleworkers generally use information technologies at the remote worksite to perform their work-related responsibilities.

The City of Minneapolis also has the authority to grant a Phased Retirement option to employees. Recent state law changes allow eligible members of the PERA coordinated plan to "phase" into retirement. Eligible employees can begin to receive a PERA pension without separating from service. In return, an employee who elects the new phased retirement option must agree to reduce hours worked and to retire at the end of the phased retirement period. For more information, click on Phased Retirement.

Note: It is possible for an employee to be approved to work in more than one of the above AWAs.

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I. Roles and Responsibilities

All employees of the City of Minneapolis play important roles to ensure compliance with the AWA Policy. City employees approved to work in AWAs must perform the responsibilities as outlined below and in accordance with the procedures developed for this policy.

Role	Responsibility
Employees	1. Comply with the City of Minneapolis AWA Policy and these procedures. 2. Comply with all other City policies including, but not limited to, the Electronic Communication Policy and the Respect in the Workplace Policy.
Human Resources Director	1. Work with the City Attorney, Chief Information Officer and other City officials to establish, manage and modify procedures necessary to carry out and comply with the AWA Policy in accordance with applicable laws, City ordinances, policies and rules. 2. Develop and maintain procedures for implementation and ongoing maintenance of the AWA Policy. 3. Determine the appropriate means of communicating the policy and procedures to all employees and interested parties. 4. Ensure Human Resources Staff is carrying out its responsibilities regarding the support and management of the associated policies and procedures.
City Attorney	1. Provide legal advice to the Human Resources Director to establish and modify procedures necessary to carry out and comply with the AWA Policy and to protect the City assets in accordance with applicable laws, City ordinances, policies and rules.
Chief Information Officer	1. Work with departments to facilitate the procurement of the necessary technology, equipment, etc. to support any AWAs that are approved (including telework).
Department Heads and Management	1. Understand and perform any responsibilities as they pertain to the AWA Policy and these procedures. 2. Determine a departmental approval process appropriate for the management structure and line of business. 3. Identify functions that may be accomplished remotely and determine whether the employee needs full access to City systems and/or applications. 4. Determine which employees could be permitted to telework and what type of equipment they may need. 5. Authorize employees to telework when conditions warrant and in accordance with applicable procedures and rules established by the AWA Policy. 6. Ensure that employees receive and sign applicable agreement(s) including, the AWA Agreement for a Compressed Workweek, Flextime and/or Job Share Arrangement, the AWA Agreement for Gradual Retirement, or the AWA Agreement for a Telework Arrangement, and the Telework Equipment Receipt. 7. Document the applicable AWA Agreement. 8. Ensure that the level and quality of customer service is maintained or increased as a result of the AWA and that operational deadlines are met without increased overtime or comp time accrual.
Human Resources Generalists	1. Consult and assist department heads and their management teams when deciding whether to authorize an employee to have an AWA. 2. Consult and assist department heads and their management teams when deciding whether a position itself is suitable for an AWA. 3. Provide information to employees who are interested in learning more about AWAs.
Property Services	1. Consult with departments on the procurement, delivery and set-up of office furnishings for remote work locations.
Risk Management	1. Coordinate home visits with teleworking employees in order to conduct ergonomic assessments. 2. Conduct ergonomic assessments of teleworking employee's remote workstation. 3. Assist teleworking employee(s) in developing an ergonomic remote workspace.

II. Alternative Work Arrangements - Compressed Workweek, Flextime and Job Share

A. Eligibility for Compressed Workweek, Flextime and Job Share Arrangements

Management should consider the following before entering into an agreement that allows an employee to work a compressed workweek, flextime and/or Job Share arrangement:

1. The most appropriate AWA structure for the individual and the department. (Department head or designee approval is required.)

2. The differentiation of AWAs that occur across the department and the City depending upon the business and service coverage needed.

3. The impact the arrangement will have on customer service, departmental and City operations.

4. Only employees performing at a satisfactory level may be considered for the AWAs described in this section. Satisfactory performance should be supported by a recently completed performance review. (**Note:** When changing the schedule of an employee covered by a labor agreement, be sure to check for any applicable notification requirements.)

5. Employment Status under the Fair Labor Standards Act (FLSA)

a. **Exempt Employees:** Standard work hours are 40 hours per week with expectations of working additional hours as required to achieve expected job outcomes. Working a compressed workweek or flextime arrangement does not change those expectations.

b. **Non-exempt Employees:** Supervisors should not approve work schedules that will require the City to pay overtime under the FLSA. For example, if a supervisor were to approve a compressed workweek that allows an employee to work 45 hours in Week 1 and 35 hours in week 2, the City would be liable for five (5) hours of overtime in Week 1.

On the other hand, if there is an AWA agreement for an employee to work a flexible work schedule whereby on some days the employee works more than eight (8) hours in a workday, and their labor agreement calls for paying overtime for anything over eight (8) hours, the AWA agreement may override the over eight (8) hour overtime provision of the contract. In these situations, the employee will not earn overtime for that day. There is no override of paying non-exempt employees overtime if they work in excess of 40 hours in a week.

Note: AWAs granted under this section will be evaluated for effectiveness and may be discontinued at any time at the discretion of the department head or their designee. Employees may also discontinue the AWA.

B. Authority to Approve Compressed Workweek, Flextime and Job Share Arrangements

Under the AWA Policy, department heads are given the authority to approve AWAs for employees in their departments. Department heads will also determine who, if anybody else has the authority to approve a compressed workweek, flextime and/or Job Share arrangement in their department.

Any current department level AWA between an employee and supervisor under this section should be reviewed to ensure compliance with the City of Minneapolis AWA Policy and these procedures. The current arrangement may then be reauthorized, suspended, or terminated.

C. Requesting a Compressed Workweek, Flextime and/or Job Share Arrangement

Employees who are interested in working a compressed workweek, flextime or Job Share arrangement must complete the Employee Request for an AWA, which can be found in Appendix A.

D. AWA Agreement for a Compressed Workweek, Flextime and/or Job Share Arrangement

The AWA Agreement for a Compressed Workweek, Flextime and/or Job Share Arrangement, found in Appendix B, is the method of documentation that should be completed when approving a request for an AWA under this section.

E. Compressed Workweeks - Exempt Employees (Holidays, Work Schedules, Vacation, Sick Leave and Timekeeping)

1. **Holidays and Impact on Work Schedule of Exempt Employees** - During workweeks that have a paid holiday (i.e. Martin Luther King Day, President's Day, Memorial Day, etc.), exempt employees approved to work a compressed workweek will be required to revert back to a standard work schedule. The standard City of Minneapolis work schedule is Monday through Friday. For payroll purposes, the standard workweek consists of seven days, 12:01 a.m. Sunday through midnight the following Saturday.

2. **Timekeeping - Use of Sick and Vacation Leave by Exempt Employees** – During those workweeks where an exempt employee uses sick or vacation leave in increments of less than one week (i.e. one day, two days, etc.), the employee's accrued sick or vacation leave balance will be reduced in accordance with the type of compressed work week the employee has been approved to work.

F. Compressed Workweeks and Flexible Work Schedules – Non-exempt Employees (Leave Accrual and Timekeeping)

1. **Compressed Workweeks -** Supervisors should not approve work schedules that will require the City to pay overtime under the FLSA. For example, if a supervisor were to approve a compressed workweek that allows an employee to work 45 hours in Week 1 and 35 hours in week 2, the City would be liable for five (5) hours of overtime in Week 1. Moreover, in this example, the employee's sick leave and vacation leave accruals would be negatively impacted in week 2 because they only worked 35 hours. To receive maximum leave accrual each pay period, a non-exempt employee must be paid for 40 hours.

2. **Flexible Work Schedules –** Supervisors can approve Flexible Work Schedules where an employee works more than eight (8) hours in a work day and where labor agreements call for paying overtime for anything over eight (8) hours. The AWA agreement may override the over eight (8) hour overtime provision of the contract. However, the system will not override the FLSA requirement of paying non-exempt employees overtime for work in excess of 40 hours.

G. Other Considerations

Supervisors and managers must review applicable labor agreements, Civil Service Commission Rules, employee and position information in HRIS, etc. before implementing a compressed workweek, flextime, or job share arrangement. In some situations a Job Change Form may need to be completed. If questions remain, the supervisor or manager should contact the department's assigned Human Resources Generalist.

III. Alternative Work Arrangements – Gradual Retirement

A. Eligibility for a Gradual Retirement Arrangement

Management should consider the following before entering into an agreement with an employee to work a gradual retirement arrangement:

1. Employee's proximity to retirement
2. Department feasibility
3. Impact the arrangement will have on customer service, departmental and City operations
4. Employee's past performance. Documentation of employee's past performance should be supported by a recently completed performance review.

Note: An AWA granted under this section will be evaluated for effectiveness and may be discontinued at any time at the discretion of the department head or their designee. Employees may also discontinue the AWA.

B. Authority to Approve a Gradual Retirement Arrangement

Under the AWA Policy, department heads are given the authority to approve AWAs for employees in their departments. Department heads will also determine who, if anybody else has the authority to approve a gradual retirement arrangement. As part of the approval process, an end date for the gradual retirement arrangement must be identified and included in the AWA Agreement for a Gradual Retirement Arrangement which can be found in Appendix C.

Any current department level AWA between an employee and supervisor under this section should be reviewed to ensure compliance with the City of Minneapolis AWA Policy and these procedures. The current arrangement may then be reauthorized, suspended, or terminated.

C. Requesting a Gradual Retirement Arrangement

Employees who are interested in working a gradual retirement arrangement must complete the Employee Request for an AWA, which can be found in Appendix A.

D. AWA Agreement for a Gradual Retirement Arrangement

The AWA Agreement for a Gradual Retirement Arrangement in Appendix C is the method of documentation that should be completed when approving a request for an AWA under this section.

E. Other Considerations

1. Gradual retirement arrangements should not be confused with the City's Phased Retirement option.

2. Any change to employment status can affect the amount and/or level of benefits an employee receives, including, but not limited to health insurance benefits, and pension plans. Employees should consult with PERA, a financial professional, etc. before entering into a gradual retirement arrangement to help determine the impact on future benefits.

3. Gradual retirement arrangements may be an effective way to transfer knowledge between exiting retirees and new hires.

4. The length of the gradual retirement arrangement should be carefully considered prior to approval of such arrangement.

5. The overall cost of the arrangement should be considered especially when a position is being overfilled to allow for training and transfer of knowledge.

6. Depending upon how the Gradual Retirement is structured, a Job Change Form may need to be completed. For example going from a status of full-time to part-time would require the completion of a Job Change Form.

IV. Alternative Work Arrangements – Telework

A. Eligibility for a Telework Arrangement

Telework is not appropriate for all positions and employees at the City of Minneapolis. When considering employees who have expressed an interest in the opportunity to telework, management should consider the following criteria:

1. **Employee Considerations***:*

   a. Length of employment and probationary status.
   b. Familiarity and comfort level with requirements of the job.
   c. Reliability, initiative and ability to meet deadlines.
   d. Has met or exceeded previous performance expectations. (**Note:** Documentation of an employee's past performance should be supported by a recently completed performance review.)
   e. Ability to access City and department policies and procedures.
   f. Proficient with the technology needed to perform duties in a remote location.
   g. Possesses the necessary work skills (i.e. time management, establishing priorities, ability to plan and organize, self-motivation, work independently, communications and customer service skills) to perform in a remote location.
   h. Effective communicator with other team members, supervisor and office staff.
   i. Availability and ability to follow established schedules and provide acceptable levels of service to customers.

   Employees who are not eligible to participate in a telework arrangement include, but are not limited to:

   a. New employees or newly promoted employees who have not yet met performance standards.
   b. Employees who require on-the-job training.
   c. Employees who need closer supervision.
   d. Employees not meeting performance expectations and/or who are on a Performance Improvement Plan.

2. **Position Considerations**:

   a. Most if not all responsibilities can be performed remotely assuming the appropriate equipment (telephone, computer with Internet access, access to City applications and drives, etc.) is in place.
   b. Amount of face-to-face contact that is required with supervisor, coworkers and customers.
   c. Percent of time spent on the phone or on a computer.
   d. Percent of the workday doing repetitive tasks like data entry, word processing, etc.
   e. Traditional forms of communication can be replaced with email, teleconferences, phone calls, web cams, or other communication devices that may become available.
   f. Ability to schedule required face-to-face meetings in advance vs. the same day.
   g. Amount of time spent managing people vs. projects.
   h. Work requires a large amount of quiet time so an employee is not interrupted.
   i. Productivity can be measured (i.e. number of applications processed, number of permits entered, number of telephone calls answered, meeting established deadlines, etc.)
   j. There is a reliable mechanism for tracking time spent working or measuring productivity.
   k. Status of position under the Fair Labor Standards Act (FLSA) – Exempt vs. Non-Exempt.

B. Authority to Approve a Telework Arrangement

Under the AWA Policy, department heads are given the authority to approve AWAs for employees in their departments. Department heads will also determine who, if anybody else has the authority to approve a telework arrangement in their department.

Any current department level telework arrangement between an employee and supervisor should be reviewed to ensure compliance with the City of Minneapolis AWA Policy and these procedures. The current arrangement may then be reauthorized, suspended, or terminated. For existing telework arrangements that are reauthorized, the AWA Agreement for a Telework Arrangement found in Appendix D should be completed.

C. Requesting a Telework Arrangement

Employees may initiate a telework arrangement request by completing the Employee Request for AWA found in Appendix A and submitting the form to their immediate supervisor. If a telework arrangement is requested by an employee and denied by a supervisor, the supervisor may provide an explanation of their reasoning for the denial consistent with the reasons listed in Sections A1 and A2 on page 7.

D. AWA Agreement for a Telework Arrangement

The AWA Agreement for Telework Arrangement found in Appendix D is the method of documentation that should be completed when approving a request for a telework arrangement.

E. Types of Telework Arrangements

1. **Teleworker** – A teleworker is an employee who works at a designated remote work site on a regular basis. A regular basis is defined as at least 50% of the time working at the remote work site. Teleworkers might be required to share a City workstation with at least one other teleworker or non-teleworking employee.

2. **Occasional Teleworker** – An occasional teleworker works at a remote work site less than 50% of the time on a regular basis. Occasional teleworkers maintain their City workspace and normally work on City-provided computer equipment at the remote work site.

3. **Work from Home Employee** - This is a temporary, short-term arrangement, which may be approved by a supervisor for special projects or for special circumstances when the supervisor determines that the circumstance meets the needs of customers, clients and the City. This type of arrangement does not require the completion of the Telework Agreement found in Appendix D.

The City reserves the right to conduct onsite inspections, with prior notice, of a remote work site of a teleworker or an occasional teleworker including but not limited to the City conducting an initial ergonomic visit for setup of the work station where appropriate.

F. Technology Considerations for Telework Arrangements

Departments who approve an employee to telework should ensure the necessary technology is in place so the employee is able to work in a productive environment. Technology considerations include:

1. Departments should identify positions where work may be accomplished remotely and determine whether the employee needs access to:

   a. Voice communications
   b. Outlook (email, calendar, contacts, personal folders, and public folders)
   c. All applicable systems and applications.

2. Voice communications requires the employee to have an operating telephone available for their use. The telephone can be cellular or a land line. The City has technology available to flexibly forward calls to an employee at another number. For more information on this functionality please see "Voice Mail Forwarding to a Non City Phone Number" on CityTalk.

3. If an employee only needs access to Outlook-related data, they can use Outlook Web Access through most personal computers with the most common Internet browsers. No other special hardware or software is required.

4. If an employee needs access to other City applications as well as their home, department, or common drives, they will need to have a virtual private network (VPN) account and use a City-issued computer:

   a. Departments should check with Business Information Services (BIS) to determine if a VPN account is necessary.
   b. Departments can request a VPN for an employee through the Installs, Moves, Adds, and Changes (IMAC) process.
   c. Departments are encouraged to establish a VPN account before an employee is approved to telework.

5. Unless approved as part of the telework arrangement, the City will not provide printers for employees to use at their remote worksite and will not be responsible for supplying toner and paper. In addition, teleworking employees should not expect the City to provide any onsite technical assistance and support to address any printer problems that may occur at the remote work location.

6. The employee should follow the Electronic Communication Policy regarding privacy and information security when using the City network or City-issued equipment and property.

G. Methods of Work

There are a number of methods to accomplish work-related activities via telework including:

1. **Internet-Based Telework** - Contact to a variety of City applications as well as City files can be accessed over the Internet (see technology considerations discussed above).

   a. The City is not responsible for providing or paying for Internet service at the employee's remote work site(s).
   b. The employee may be able to use their personally-owned computer, or the City may need to provide computing equipment and VPN access.

2. **Teleconferencing** - Teleconferencing allows audio only meetings for multiple attendees at different sites. The City has this technology available today. Charges are incurred on a per-use basis. A voice line must be available for the employee to have and access this capability.

3. **Web-Conferencing** - Web-conferencing allows for the viewing of electronic content by multiple participants concurrently. The City has this technology available today. Charges are incurred on a per-use basis. An Internet accessible computer with common browsers installed is required for the employee to have and access these services.

4. **Other** - Departments need to consider the benefits of approving a telework arrangement before deciding what City-owned equipment and supplies will be provided to the teleworker. Departments may provide additional equipment at their discretion. Only those items deemed necessary to perform assigned work duties will be provided.

The Telework Equipment Receipt, found in Appendix E, is the approved method of documentation to track City-owned equipment. Issuance of City-owned equipment can also be tracked in the City's Human Resources Information System (HRIS).

The City may provide:

1. Computer with appropriate software necessary to perform job duties.
2. Telephone communications.
3. Appropriate office supplies necessary to complete assigned job duties.

H. Work Site Considerations

1. **Onsite Workstations** – Departments will need to decide whether teleworking employees will continue to have a regularly assigned workstation or office. As an alternative, departments could have teleworking employees share workstations or offices with other teleworking employees or maintain one or more vacant workstations for employees to utilize when onsite.

2. **Workstations and Office Furniture at Remote Worksites** - Departments will also need to determine whether a City owned workstation or any office furniture will be provided to employees approved to telework. When it has been determined that an employee will be allowed to telework, and in those cases where an employee will be teleworking full-time, or three or more days per week, an Ergonomic Risk Assessment must be conducted. The assessment will determine if an ergonomic workstation including an adjustable chair, adjustable table/desk and file cabinet is necessary at the remote work location.

   Moreover, when a City workstation is going to be provided, employees should be informed that the City will be allowed one initial visit, with prior notice, to the remote location for setup of the workstation. Other visits would be coordinated between staff from Risk Management and the employee, as necessary. When departments decide to provide/purchase a workstation for a teleworking employee, they must consult with Property Services for procurement, delivery and set-up.

Equipment, software, and other supplies provided by the City remain the property of the City and are subject to the same business use restrictions as if located at the teleworker's primary work site. No personal software, games, music or pictures may be loaded on City-owned equipment. Each department will provide initial and on-going training on software, access to applications, drives, etc. Initial training will include, but is not limited to, initial set-up, hardware configuration, loading of software, expectations regarding working at a remote work site, etc.

The City will provide maintenance or repair of City-owned equipment and software. Each department must establish its own rules regarding transportation of equipment. The City does not assume responsibility for any loss, damage, or wear to employee-owned equipment or furnishings.

Employees using their own computer must be able to perform their job functions as if they were using City-owned equipment otherwise the department will need to work with BIS to procure the necessary equipment.

Each department will work with BIS to coordinate technical support for hardware and software required for the teleworker to perform their job duties.

I. Terms and Conditions of Employment

Teleworking does not alter the basic terms and conditions of employment. The teleworker's salary, benefits, and work status will not change as a result of telework.

Teleworkers must continue to conform to all City of Minneapolis policies and rules, and in particular to those relating to use of City equipment, ethics, data privacy, information security, computer security issues, and electronic communication.

J. Other Considerations - Employee Activities During Telework

Managers must also consider the following:

1. Teleworkers shall not conduct any client/customer meetings in their homes. Doing so will be cause for discontinuing the telework arrangement. Doing so may also be cause for disciplinary action up to and including suspension without pay and discharge from employment.

2. The City of Minneapolis shall have no liability to third parties for injuries or property damage occurring at the employee's home. Teleworkers remain responsible for such injuries and damages and should consult with their homeowner's or renter's insurance agent to ensure proper coverage is in place to mitigate risk.

3. Teleworkers are responsible for damage to City-owned equipment and for filing a police report with their local police department for stolen City-owned equipment. The employee shall notify their supervisor in the event of any damage to or loss of City property.

4. The employee will cooperate with the City in establishing an ergonomic workspace. (For more information see the Ergonomics Program on CityTalk.) If the employee sustains an injury during the course and scope of performing assigned work responsibilities, the employee must provide prompt notice of an injury and work with their supervisor to complete the Supervisor's Report of Injury form. The supervisor is responsible for making sure the form is complete and copies are distributed appropriately.

5. Teleworkers shall not take work home that includes any customer payment data (including but not limited to checks, cash or credit card data) due to inherent problems relating to Payment Card Industry (PCI) Data Security Standards (DSS) non-compliance, delayed deposits, accountability and increased risk. Teleworkers are prohibited from removing financial documents from City offices for completing work at home without prior approval from their supervisor or manager. This includes, but is not limited to, electronically entering cash receipts from receipt or remittance forms from a telework site/home office location. City Departments need to consider the types of data they allow their staff to process from home and should consult with the Finance and Human Resources Departments.

6. Parents or those who have other caretaking responsibilities and will be working from a home office must have viable childcare or caretaking arrangements. Telework should not be considered a substitute for these arrangements.

7. Data Privacy, Security and Retention:

   a. The legal status of all data used by the teleworker is determined by the City's Responsible Authority and remains unchanged by the employee's participation in telework.
   b. Teleworkers will implement precautions to secure and prevent unauthorized access to all data used in the performance of their work responsibilities and agree to follow all pertinent policies, laws, and rules regarding data privacy.
   c. Documents, reports, data, or software products created as a result of work-related activities are the property of the City and are subject to City policies and state law.
   d. Handling and disposal of documents, reports, and data will be in accordance with state and federal law and City of Minneapolis policy.
   e. Employees using a non-City-owned computer should save documents to a secure location and not to any file location that is shared with other users of the computer. Information should not be accessible by individuals who do not have a legitimate business need to know.

Note: Teleworker as the term is used in this section includes all types of Telework arrangements as defined/described in Section IV E of these procedures.

APPENDIX A – Employee Request for an Alternative Work Arrangement (AWA)

Employee Name	
Employee ID	
Department/Division	
Date	
Authorizing Representative	

Please use this form when requesting a change to regularly scheduled work hours and/or work setting. (This form is not intended to be used for infrequent/ad-hoc requests regarding a specific need to work differing hours and/or to perform work from an offsite location. Managers should consider infrequent requests on an as-needed basis.) (**Note:** Additional sheets may be attached to this agreement to document other important aspects of the AWA.)

The Human Resources Generalist assigned to your department is available to answer questions as well as provide guidance to employees regarding requests to be considered for AWAs. The following information is required to review a request and make a final determination:

1. Clearly define the need for AWA and select the proposed AWA(s) below:

☐ Compressed Workweek: A program designed to allow eligible full-time employees to work longer scheduled days of work, with the intent of working fewer than 10 full work days in each pay period.

☐ Telework: A program designed to allow staff members the opportunity to work from a remote location.

☐ Flextime: A program designed to allow staff members the opportunity to work "core hours" with either early or late start/end times of the workday.

☐ Job Share: A work arrangement where more than one employee shares the duties of one full-time budgeted position. The work hours of each employee may vary.

☐ Gradual Retirement: The practice of allowing individual employees nearing retirement to develop work schedules that allow them to retire gradually rather than going from full-time to retired in a very short period of time such as a single day.

2. Describe the actual proposed work schedule:

Day	Hours	On-site	Off-site
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours			

3. How long is the AWA expected to last? (Be as specific and accurate as possible.)

4. From your perspective, detail the anticipated needs/considerations related to your request.

A. Employee's needs/considerations.

B. Your department manager's needs/considerations.

C. Your co-workers' needs/considerations.

D. Your customers' needs/considerations.

5. Are there any gaps between your needs and the needs of any other person or group as it relates to this request for an AWA? How do you propose to resolve/address them?

6. If the request involves remote work, answer the following:

A. What elements of the job can be performed off-site? Which cannot?

B. Where will the work be conducted?

C. What tools, equipment and technology will be needed for work to be completed? How will privacy requirements be met, and computer hardware, software, databases and other technology utilized to perform work be secured and protected from use by other individuals? **If you have not already done so, please talk to your supervisor about contacting the BIS Service Desk to assess feasibility of working remotely.**

D. Have arrangements been made to allow a return to the office to address urgent business needs if required by department management? How much notice will be required?

7. Detail any goals, work assignments, performance standards and/or other issues that may require consideration or change.

I understand that this request will be considered and approved at the sole discretion of management, and that any AWA, proposed or approved, does not change my employment status with the City of Minneapolis. The AWA may be discontinued at any time at the sole discretion of my department head or designee/the City of Minneapolis. If telework is approved, I agree to onsite inspections or access. I also understand that I may request that the AWA end and that I be allowed to return to work at a City facility.

Employee Name	Signature	Date
Department Head or Designee	Signature	Date

☐ Approved ☐ Not Approved ☐ Approved with changes

Additional Manager Comments:

If approved, Effectiveness Review Date (Set 15 business days from start of AWA):_____

Records Retention: Copy to the HR Generalist, the employee and the Department Personnel File

APPENDIX B - AWA Agreement for Compressed Workweek, Flextime and/or Job Share

Employee Name		**Employee I.D.**	
Department		**Division**	

I, _____ (employee), have read, understand, and agree to adhere to the City of Minneapolis AWA Policy, the AWA Procedures and the terms as described in this agreement. I will communicate any deviation from the approved AWA as soon as possible with my supervisor. I understand that either the City or I may terminate this agreement at any time with reasonable notice to the other party. (**Note:** Additional sheets may be attached to this agreement to document other important aspects of the AWA.)

I have been approved for the following type(s) of AWA(s):

☐**Compressed Workweek**

On _____ (Date), I will begin the following work schedule:

Week #1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week #2 (If different than Week #1)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

☐ **Flextime**

☐**Flexible Work Hours:** I understand that I must be present each workday from ___ a.m. to ___ p.m. (Core Business Hours). I will arrive at work by ____ a.m. each day and work until ___ p.m. each day. When I need to deviate from this work schedule, I will discuss the need to change my work schedule with my supervisor ***prior*** to the deviation occurring.

☐**Flexible Work Schedule:** I understand that I have been approved to work a flexible work schedule as described below. When I need to deviate from this work schedule, I will discuss the need to change my work schedule with my supervisor ***prior*** to the deviation occurring.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Note: Insert start and end times in the appropriate spaces above.

☐ **Job Share:** I understand that I have been approved to work in a job share with _____ (Employee) assigned to position #_____. I understand that by working in a Job Share arrangement, I may not receive the same level of benefits as an employee working in a full-time position.

Employee Signature	**Date**

FOR THE CITY

Supervisor Signature	**Date**
Department Head or Designee Signature	**Date**

Records Retention: Copy to Human Resources Administration (Room 100 PSC), the employee and the Department Personnel File.

APPENDIX C - AWA Agreement for a Gradual Retirement Arrangement

Employee Name	
Employee I.D.	
Department/Division	

I, _____ (employee), have read, understand, and agree to adhere to the City of Minneapolis AWA Policy, the AWA Procedures and the terms as described in this agreement. I will request any deviation from the approved AWA as soon as possible with my supervisor. I understand that either the City or I may terminate the telework agreement with reasonable notice to the other party. (**Note:** Additional sheets may be attached to this agreement to document other important aspects of the AWA.)

I have been approved for the following type(s) of Gradual Retirement Arrangement:

☐ **Compressed Workweek**

On _____ (Date), I will begin the following work schedule:

Week #1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Week #2 (If different than Week #1)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

☐ **Part-Time Employment:** **Hours per Week.** I understand that by working part-time I may not receive the same level of benefits as an employee working in a full-time position.

☐ **Job Share:** I understand that I have been approved to work in a job share with _____ (Employee) assigned to position #_____. I understand that by working in a Job Share arrangement I may not receive the same level of benefits as an employee working in a full-time position.

The length of the gradual retirement arrangement has been predetermined and will end on: _____.

Employee Signature	**Date**

FOR THE CITY

Supervisor Signature	**Date**
Department Head or Designee Signature	**Date**

Records Retention: Copy to Human Resources Administration (Room 100 PSC), the employee, and the Department Personnel File.

APPENDIX D – AWA Agreement for a Telework Arrangement

Employee Name	
Employee I.D.	
Department/Division	
Employee Home Address (Include City and State)	
Home or Cell Phone #	
Remote Work Location (Home — Other specify)	
Schedule – In City office	

Monday	Tuesday	Wednesday	Thursday	Friday

I, _____ (employee), have read, understand, and agree to adhere to the City of Minneapolis AWA Policy, the AWA Procedures, my department's telework procedures and the terms as described in this agreement. I will request any deviation from the approved AWA as soon as possible with my supervisor. Special circumstances (special division rules, conditions, etc.) are listed separately in an attachment to this agreement. I have discussed the telework agreement, including scheduling days and hours of work, communications, employee/supervisory responsibility for work progress and monitoring work, the use of City of Minneapolis equipment, data security, and data privacy with my supervisor. Teleworkers are responsible for damage to City-owned equipment and for filing a police report with their local police department for stolen City-owned equipment. I understand that I must notify my supervisor in the event of any damage to or loss of City property. I understand that I need to have proper insurance coverage in place at the remote work location. I understand that either the City or I may terminate the telework agreement with reasonable notice to the other party. Upon termination, I will return all City-owned equipment to the City immediately or facilitate the City's access to such equipment for retrieval. (**Note:** Additional sheets may be attached to this agreement to document other important aspects of the AWA.)

Employee Signature	**Date**

FOR THE CITY

Supervisor Signature	**Date**
Department Head or Designee Signature	**Date**

Records Retention: Copy to Human Resources Administration (Room 100 PSC), the employee and the Department Personnel File.

APPENDIX E - Telework Equipment Receipt

I, _____ (employee), have been issued the following City of Minneapolis owned equipment. I will comply with the Telework Procedures as they pertain to use of this equipment. I understand that I must continue to conform to all City of Minneapolis policies and rules, and in particular to those relating to use of City equipment, data privacy, computer security issues, and electronic communication.

The following equipment is in my possession:

Equipment	Model #	Serial #	Asset Tag #
Personal Computer (Desk Top/Laptop)			
Monitor			
Air Card			
Trackball or mouse			
Modem			
Other Technologies – 1			
Other Technologies – 2			

Other Equipment (Check All That Apply):

☐File Cabinet
☐Table
☐Chair
☐Telephone (Including mobile phones)
☐Telephone Headset
☐Office Supplies
☐ Other:

The information on this form should be reviewed every 12 months[1]. If there are any updates to the information at that time, please fill out a new form.

Employee Signature	**Employee ID #**
Department/Division	**Date**

FOR THE CITY

Supervisor Signature	**Date**
Manager Signature	**Date**

Records Retention: Copy to the employee, and the Department Personnel File

[1] **Note:** The information on this form should be reviewed every year by the supervisor (or department designee) of the teleworking employee to make sure it is current. If and when changes to equipment occur, a new form should be completed, signed by the employee and approved by management.