

# **CITY OF MINNEAPOLIS**

## **Alternative Work Arrangements Procedures**

### **Governing Policy:** Alternative Work Arrangements Policy

**Applies To:** This policy applies to Covered Persons, as defined here. A Covered Person, for purposes of this policy, is defined as a person who performs services for the City of Minneapolis, with or without compensation, including: 1) Regular full-time, part-time and intermittent employees in the classified service; 2) Seasonal full-time employees; 3) All employees in the unclassified service including appointed employees; 4) Politically appointed employees; 5) Elected Officials; 6) Members of Boards and Commissions; 7) Temporary employees; 8) Volunteers; 9) Contractors and consultants; and 10) Interns including Urban Scholars, Step-Up Interns,

**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.

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**Administering Department:** Human Resources

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### **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. Discretion to grant or deny an AWA is not appealable.

### **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. Remote Working )** -Teleworking (remote working) is a cooperative arrangement which is mutually beneficial to the City and the employee. 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. A teleworking arrangement must be established in advance and approved by the immediate supervisor and department head. A teleworking arrangement should be based on the needs of the job, work group, and the City. The benefits to the City are confirmed by management and the employee's performance level is not a question.

The City of Minneapolis also has the authority to grant a Phased Retirement option to employees. Changes to state law 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.

**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.

<b>Role</b>	<b>Responsibility</b>
Employees	<ol style="list-style-type: none"><li>1. Comply with the City of Minneapolis AWA Policy and these procedures.</li><li>2. Comply with all other City policies including, but not limited to, the Electronic Communication Policy and the Anti-Discrimination, Harassment, and Retaliation Policy</li></ol>
Chief Human Resources Officer	<ol style="list-style-type: none"><li>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.</li><li>2. Develop and maintain procedures for implementation and ongoing maintenance of the AWA Policy.</li><li>3. Determine the appropriate means of communicating the policy and procedures to all employees and interested parties.</li><li>4. Ensure Human Resources Staff is carrying out its responsibilities regarding the support and management of the associated policies and procedures.</li></ol>
City Attorney	<ol style="list-style-type: none"><li>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.</li></ol>
Chief Information Officer	<ol style="list-style-type: none"><li>1. Work with departments to facilitate the procurement of the necessary technology, equipment, etc. to support any AWAs that are approved (including telework).</li></ol>
Department Heads and Management	<ol style="list-style-type: none"><li>1. Understand and perform any responsibilities as they pertain to the <a href="#">AWA Policy</a> and these procedures.</li><li>2. Determine a departmental approval process appropriate for the management structure and line of business.</li><li>3. Identify functions that may be accomplished remotely and determine whether the employee needs full access to City systems and/or applications.</li><li>4. Determine which employees could be permitted to telework and what type of equipment they may need.</li><li>5. Authorize employees to telework when conditions warrant and in accordance with applicable procedures and rules established by the AWA Policy.</li><li>6. Ensure employees acknowledge applicable agreements via City Life or paper forms including. AWA Agreement for a Compressed Workweek, Flextime and/or Job Share Arrangement</li><li>7. Acknowledge AWA Agreement in City Life.</li><li>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.</li></ol>
Human Resources Business Partners	<ol style="list-style-type: none"><li>1. Consult and assist department heads and their management teams when deciding whether to authorize an employee to have an AWA.</li><li>2. Consult and assist department heads and their management teams when deciding whether a position itself is suitable for an AWA.</li><li>3. Provide information to employees who are interested in learning more about AWAs.</li></ol>

## **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 labor agreement. 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 more than 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 labor agreement. 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 COMET- HR, 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 Business Partner.

### **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 including potential budget implications
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 B.

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 City Life.

#### **D. AWA Agreement for a Gradual Retirement Arrangement**

The AWA Agreement for a Gradual Retirement Arrangement in Appendix B 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.
7. Supervisors and managers must review applicable labor agreements, Civil Service Commission Rules, employee and position information in COMET- HR (HRIS), etc. before implementing.

#### **IV. Alternative Work Arrangements – Telework (Remote Working)**

##### **A. Eligibility for a Telework Arrangement**

Telework is not appropriate for all positions and employees at the City of Minneapolis. Department leadership has the inherent management right to assign employees their work location. Leaders should consider all elements within these procedures prior to deciding which employees to authorize telework. 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.

Department leaders should be mindful of these situations before approving any type of telework arrangement:

- 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.
- e. Physical location of the employee. Currently only Minnesota and Wisconsin are States where an employee may be approved for telework. The City is working on adding potential other States but must comply with tax and local employer labor compliance requirements. Please contact your HRBP to discuss if an employee requests to work in a State other than Minnesota or Wisconsin. Employees may request to work outside of the State of Minnesota or Wisconsin for up to two weeks. This must be approved by employee's supervisor and reviewed with the HRBP.
- f. Employee requesting work outside of the United States shall not be approved.

##### **2. Position Considerations and Guidelines for Departments to Determine which Employee Positions Could be Permitted to Telework:**

- 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. This should be defined in full day increments.
- b.** Amount of face-to-face contact that is required with supervisor, coworkers, and customers. Is this something that can be done in one, two or three days in the office?
  - c.** Percent of time spent on the phone or on a computer in a work week.
  - 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, or their designee, 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. Department heads, or their designee, have the full authority to decide which positions, employee's, or classifications qualify for telework. Department heads, and their designee, must follow the AWA Procedures.

Any department level telework arrangement created outside the current City of Minneapolis AWA Policy 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. Telework Arrangement**

There are two options for authorizing telework.

1. A department head may decide that teleworking is the best method and location for certain types of positions, employees, and classifications. Department heads must follow the considerations and processes outlined in the AWA teleworking procedure.
2. Employees may initiate a telework arrangement request by completing the Employee Request for AWA in City Life under the benefits category. 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 Request for a Telework Arrangement**

The AWA Request for a Telework Arrangement can be found in City Life. An acknowledgment of the agreement for a Telework Arrangement will be confirmed via City Life with an employee and their supervisor.

## **E. Types of Telework Arrangements**

1.

1. **Remote:** The employee regularly works at a remote location that is not a City workplace (e.g. at home, not on site.)
2. **Hybrid:** The employee regularly spends some time working in a City workplace and some time remotely.

## **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 sufficient technology to conduct their responsibilities in an efficient manner as would be required in the workplace. Department recommendations:
  - a. Microsoft Teams must be turned on and logged into while remote
  - b. Maintain calendar to show activities and availability
2. 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 City Talk.

3. 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 Information Technology (IT) to determine if a VPN account is necessary.
  - b. Departments can request a VPN for an employee through ServiceNow.
  - c. Departments are encouraged to establish a VPN account before an employee is approved to telework.
4. 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.
5. The employee should follow the Electronic Communication Policy regarding privacy and information security when using the City network or City-issued equipment and property.
6. Departments are responsible for purchasing and obtaining technology from the IT department for initial setup. If onsite support is needed teleworkers are required to come to a support location (support locations will be determined by IT and may change over time).
7. Departments are responsible for returning IT equipment from remote workers upon separation or change in AWA agreement.

#### **G. Methods of Work**

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

1. **Internet-Based Telework** - Access to a variety of City applications as well as City files can be achieved via 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 hiring department is responsible for purchasing and obtaining a City computer from the IT department.
2. **Web-Conferencing** - Web-conferencing allows for the viewing of electronic content by multiple participants concurrently. The City has this technology (i.e. Microsoft Teams) available today. An Internet accessible computer is required for the employee to have and access these services.
3. **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.
4. Teleworkers shall not conduct any physical in-person 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.

City Life is the approved method of documentation to track City-owned equipment. Issuance of City-owned equipment can also be tracked in COMET-HR.

The City may provide:

1. Computer with appropriate software necessary to perform job duties.
2. 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. When departments decide to provide/purchase a workstation for a teleworking employee, they must consult with the Property Services Division.
2. The City will not provide workstations and/or furniture to employees ) to use at their remote worksite and will not be responsible for supplying procurement, delivery, set up nor repairs. In addition, teleworking employees should not expect the City to provide any onsite assistance and support to address any problems that may occur at the remote work location.
3. Departments are responsible for returning city-owned furniture and equipment from remote workers upon separation or change in AWA agreement.
4. The employee will cooperate with the City in establishing an ergonomic workspace. (For more information see the Ergonomics Program on CityTalk.) Resources on workstation discomfort can be found on CityTalk. Employees can take an ergonomics training for suggestions and tips for their home office. 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 online Supervisor's Report of Injury form. The supervisor is responsible for making sure the information is entered, is complete and appropriate City staff are informed in a timely manner.

#### **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 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.** 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.
- 2.** Teleworkers are responsible 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.
- 3.** 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 & Property Services and Human Resources Departments.
- 4.** 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.
- 5.** 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.

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

<b>Employee Name</b>		<b>Employee I.D.</b>	
<b>Department</b>		<b>Division</b>	

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.

<b>Employee Signature</b>	<b>Date</b>
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**FOR THE CITY**

<b>Supervisor Signature</b>	<b>Date</b>
<b>Department Head or Designee Signature</b>	<b>Date</b>

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

## APPENDIX B - AWA Agreement for a Gradual Retirement Arrangement

<b>Employee Name</b>	
<b>Employee I.D.</b>	
<b>Department/Division</b>	

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: \_\_\_\_\_.

<b>Employee Signature</b>	<b>Date</b>
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**FOR THE CITY**

<b>Supervisor Signature</b>	<b>Date</b>
<b>Department Head or Designee Signature</b>	<b>Date</b>

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