

City of Memphis Temporary Telecommuting Guidance

For Division Leadership and Management

Effective immediately – March 12, 2020

The City of Memphis is responding to the prevalence of coronavirus and school closures in Shelby County with a plan that includes providing temporary telecommuting provisions for certain qualifying employees. This guideline is being issued to promote employee and public health and safety, while also protecting the City's business operations. The City of Memphis reserves the right to modify this guideline in the event a health emergency is declared.

DEFINITIONS

Telecommuting is a work arrangement that allows the employee to fulfill his/her primary job responsibility at a location other than his/her work site, such as at home.

Business Critical is any position, system or function where its failure would result in severe disruption of business operations for the City of Memphis.

PROCEDURE

School Closures

In the event a public or private school is closed by order of a public official for health-related reasons, an employee may telecommute if his or her position is determined to be business critical by his/her Division Director and the employee has limited child care options. The Division Director may require documentation that the employee has a child enrolled in a school that has announced a closing.

If an employee's position does not meet the criteria for telecommuting, an employee may use accrued and/or donated leave in the following order for salary continuity until schools are reopened or childcare can be established, whichever comes first:

1. Sick leave
2. Vacation leave
3. Donated leave (for current sick leave bank participants)
4. Borrowed sick leave (up to 80 hours for 8-hour employees, and 96 hours to 144 hours for 24-hour employees)

City of Memphis Temporary Telecommuting Guidance

For Division Leadership and Management

Effective immediately – March 12, 2020

TELECOMMUTING GUIDANCE

A Division Director may determine that certain positions require telecommuting due to business criticality.

The needs of the division and the business-critical nature of the role will be taken into account when this work arrangement is approved. This option must be approved by the Division Director.

A. Telecommuters who work from home are responsible for having a designated work area. Telecommuters who require home adjustments are responsible for any costs related to remodeling and the initial setup of designated workspace. Tax implications related to the off-site work area are the responsibility of the employee, who is advised to consult a tax professional.

B. Any work-related accident, injury, or illness which occurs while telecommuting should be reported immediately to the employee's supervisor so that a first report of injury can be completed.

C. Equipment needs for telecommuting are determined on a case by case basis between the Division Director and employee. City of Memphis will not provide telecommuting equipment unless it is justified based on the needs of the department and the nature of the work assignment. The decision as to type, nature, function and/or quality of electronic hardware, modems, systems access, data and phone lines rests entirely with the Division Director in coordination with the appropriate central computing support department. If equipment is provided by City of Memphis, the telecommuter agrees that the use of the equipment, software, data and supplies provided by their department is limited to authorized persons and for City of Memphis related purposes only. Employees using their personal equipment are responsible for any loss, damage or wear to their personal equipment. Employees agree to abide by software licensing agreements.

For any questions, please email memphishr@memphistn.gov.