

Dear Colleagues:

As a participant in the city's telework pilot with DC37, you are required to comply with the following:

- You are allowed to telework up to two (2) days per week.
- You may not substitute sick/annual leave usage for a telework day.
- Telework must be conducted only on regularly scheduled days to ensure compliance with the City's Time and Leave Regulations.
- You are expected to record your start and end times in City Time daily; this includes your lunch break. Teleworkers who may not have direct City Time access must notify their supervisor by e-mail when their workday begins and ends, and when you take your lunch break. Record telework days/hours in City Time by selecting Labor Allocation/Telework from the timesheet.
- Do not perform personal errands, tasks, dependent care duties, etc., on City time while teleworking.
- You must be available during scheduled work hours in accordance with the prescribed communication methods and must maintain regular contact with colleagues, supervisors and/or subordinates while teleworking.
- You are required to immediately notify your supervisor if you must work from a location other than the approved designated alternate work location. You must be able to report to the office location within 24 hours, if required. The alternate work location must allow you to continue to maintain residency as required by section 12-120 of the Administrative Code of the City of New York, as set forth in PSB 100-8 (Residence Requirements).
- If a meeting at the traditional work location requires your physical presence on a regularly scheduled telework day, your supervisor will provide advance notice and you are required to attend as instructed.
- In the event overtime is required to complete an assignment, you must follow the agency's policy of receiving pre-approval by your supervisor.
- You are required to maintain the security of all City documents and information (electronic or otherwise) and must always follow prescribed information security procedures and protocol.
- In considering your workspace, you should apply the guidelines for an appropriate workspace at your alternate work location to ensure that appropriate, ergonomic equipment, which is in good working condition, is utilized while performing job functions.
- In the event of a power outage, the failure of Internet connection or equipment, or any other event or condition that results in the teleworker's inability to conduct required work at the alternate work location, the teleworker must immediately inform the supervisor and:

- Make arrangements to report to the official work location for the day to complete his/her job tasks (unless such condition, or a related condition, is also affecting the official work location);
or
- Formally request the use of annual leave time for the day.
- You will not be reimbursed for any maintenance, upkeep, utility, or repair bills incurred because of teleworking. The upkeep, maintenance and repair of any personal equipment used for City purposes will be solely your responsibility.
- Teleworkers will not be granted additional benefits to accommodate working from an alternate work location (i.e., commuter privileges, metrocards, etc.).

Attached for your completion is the Employee Remote Work Acknowledgment Form which is required for each employee who is participating in the telework pilot.

Questions and/or concerns may be addressed to your immediate supervisor or Human Resources at humanresources@dcas.nyc.gov. Thank you.