



Teleworking

is

NOT

A PAID DAY OFF

One of the negotiated terms of our 2021-2027 Memorandum of Agreement includes a pilot telework program that allows eligible employees to work from home for UP to two days per week. This is a trial agreement between the City and unions and can be canceled at any time. Under these current negotiations, the ability to telework is not permanent. The program runs until May 31, 2025, and has the option of being renewed based on effectiveness and worker participation.

Remember that a telework day is NOT a day off. **Whether this plan succeeds or fails lies solely in your hands.**

While most of this information seems self-explanatory, it's worth reiterating as a means of making sure the pilot program continues.

- On your designated telework days, be sure you are working from home and NOT a vacation spot, a coffee shop, or your car while running errands
- Report to the office on the days you must work in person
- On the days you work from home, start your day at the designated time and work through until your designated stop time
- Be at your computer for the entire workday except for your lunch period
- Do not take breaks other than the ones you are entitled to take
- Keep an open line of communication with your boss/supervisor at all times
- If you experience any power or internet outages, report them immediately
- On telework days, work as if you are working in an office; work responsibly, effectively, and efficiently.
- Doctor's appointments, personal days, and vacation time should be given in advance per your workplace policy. The days you are supposed to be in the office, remember that management is expecting you and only if a dire emergency happens, you should be at work

Every time you touch a key or not touch a key on your computer, you are being monitored. Don't be reckless enough to think that your productivity is not being watched by management. It is. The agencies know when you are working and when you are not.



If you have any questions about teleworking, please contact your Shop Steward at your location or your Staff Rep at staffservices@cwa1180.org.