Town of Truckee Five Flexible Telework Program

I. Purpose

The purpose of this document is to outline a program to provide telework-eligible employees with five flexible teleworking days. These days are intended to provide additional telework flexibility in addition to the telework Friday program already in place.

The Town's goals for the Program are:
• Support employee wellness, morale, and retention
• Foster organizational culture and health
• Support recruitment
• No disruption to public service or reduction in efficiency
• No additional cost to the Town
• Aligning with Council's strategic focus on environmental sustainability • Maintain equity amongst various job functions

II. Flexible Telework Days

All employees with an approved Telework Agreement will be eligible for five flexible telework days each calendar year. These five days will renew each January 1. Unused telework days will not carried over to the next year.

Section 1. Request

Eligible employees shall make a request to their supervisor to utilize one of their flexible telework days. Supervisors shall determine and disclose the appropriate method for employees to submit telework requests. Requests should be submitted a minimum of three (3) business days prior to the requested telework day, or as early as feasible. Approval of the flexible telework day will be at the supervisor's discretion.

Neither the employee nor the employee's recognized bargaining unit possess any right to appeal or file a grievance regarding a supervisor's decision regarding the use of a flexible telework day.

III. Working Conditions

When teleworking under this program, the employee is required to follow all requirements and working conditions as outlined in the Town Telework Policy, including provisions related to Section IV (5) Duties, Obligations, and Responsibilities for Teleworking Employees.

IV. **Administration**

Each eligible employee will be allocated the equivalent of five (5) Flexible Telework Days credits each calendar year. The employee will record a day worked as a Flexible Telework Day with New World Hours Code “Flex Telework Credit” or FTC, like an Alternative Transportation Credit is recorded. The employee will include the Flex Telework code on the day that the employee teleworked. All other hours worked will be recorded as per the employees’ usual recording process. Human resources will keep track of flex days used and will alert an employee and their supervisor when they have used four (4) days and when they have used the full five (5) telework days allotted.

Flexible Telework Days will be used in whole-day increments based on the employee’s regular work schedule and may not be counted as a partial day (i.e., one telework day may not be applied as two separate telework half-days).