



## Telecommuting Acknowledgement

\_\_\_\_\_, has been authorized to telecommute during emergency operations as defined in the Contagious Disease Outbreak Policy. The decision to authorize telecommuting is solely within the discretion of the Mayor and can be modified or terminated at any time. When the Mayor terminates the telecommuting authorization, you will be notified and will be required to report to your normal report in location.

For the duration of the telecommuting authorization, the following provisions are applicable to you:

- Telecommuting authorization does not affect basic terms and conditions of employment with the City. This includes your rate of pay, retirement benefits, and State of Ohio sponsored insurance coverage if applicable.
- You are still obligated to comply with all work rules, policies, practices and instructions. A violation of such may result in a revocation of the telecommuting authorization and discipline, up to and including removal.
- If you need to use leave during the time you are telecommuting, you must comply with all call off policies and procedures for obtaining approval prior to using leave.
- You are authorized to telecommute during your normally scheduled work hours. If you are required to work outside of those hours, you will be notified by your supervisor. All overtime and compensatory time policies apply during telecommuting.
- You are responsible for accurately reporting your time worked for the duration of the telecommuting authorization.
- For the extent of the telecommuting authorization, you and your supervisor must establish a method of communication and you must be available for contact by the City during your normal work hours.
- In accordance with City and statewide policy, you are still responsible for protecting all sensitive data and personally identifiable information.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

