

City of Dallas Teleworking FAQs



1. What is Teleworking?

- A. The managed, voluntary performance of job duties at a location other than City facilities, usually at the employee's residence.

2. Is Teleworking available for City of Dallas employees?

- A. Teleworking is available to City of Dallas employees who meet the criteria. For more information, please review AD 3-80 Teleworking.

3. How do I apply for Teleworking?

- A. An eligible employee may request a telework assignment by submitting a request form to their director through their supervisory chain of command or a supervisor or manager may also request telework assignments on behalf of eligible employees. The request form may be found here:

<https://dallascityhall.com/departments/humanresources/Pages/telework.aspx>

4. Who is eligible for Teleworking?

- A. Employees are eligible for teleworking if they meet the following criteria:
 - Job position does not require in person contact.
 - Job duties do not require employees to be readily available in person.
 - Work productivity can be objectively measured.
 - The employee can provide a remote work environment that is free from interruptions and distractions.
 - The employee must demonstrate the ability to work independently.

5. Who is ineligible for Teleworking?

- A. Employees are not eligible for telework if they:
 - Are on a performance improvement plan, under investigation for misconduct, or received a performance evaluation rating of less than fully successful for the most recent fiscal year or mid-year evaluation or check-in; or
 - Received formal discipline (e.g., written reprimand, suspension, or demotion) within the preceding 12 months. 6.2.4. Employees will be removed from telework status should an event described in 6.2 occur or if the employee's supervisory chain of command determines in their sole discretion that telework is no longer suitable for the employee.

6. How do I enter my time in Workday for Teleworking?

- A. Time entries in Workday should be handled the same for Teleworkers. You still need to enter your time daily in the Workday system.

7. Can my Teleworking agreement be withdrawn?

- A. Yes, the City of Dallas reserves the right to withdraw a Teleworking agreement for any reason. If the Teleworking agreement is withdrawn, you will be required to report to your assigned building for your work schedule.

8. My request for Teleworking was denied, can I file a grievance?

- A. No, an employee cannot grieve under the City of Dallas Grievance Procedure the manager's decision not to grant, not renew, or revoke the opportunity to telecommute.

9. If I am Teleworking and need to schedule a meeting face to face where should I schedule it?

- A. Employees may not meet with customers, the public, professional colleagues, or other staff members at the employee's home or telecommuting worksite. Work meetings must be scheduled in a public place, such as COD offices or a similar business venue.

10. Can I work a partial Teleworking schedule?

- A. Yes, you and your supervisor/management team can come up with a Teleworking schedule that is most beneficial to the department and employee. You may choose to work certain days per week in the office and Telework the remainder of the week.

11. Who is responsible for paying for Internet Access for Teleworking?

- A. Individual tax implications, auto and homeowner's insurance, and incidental residential utility costs including internet connectivity are the employee's responsibility.

12. Do I have to reapply for Teleworking every year?

- A. Your Teleworking agreement will be reviewed on an annual basis to determine if it should be extended or revoked.

13. Who is responsible for setting up the Teleworking site?

- A. The employee is responsible for setting up a workstation designed for safe, comfortable work.

14. Who is responsible for maintaining the equipment used for Teleworking?

- A. The City of Dallas will pay the cost and maintenance of any equipment supplied by the City of Dallas. The employee will maintain any equipment provided by the employee.

15. Do I need to complete a teleworking agreement if there is a need to work from an alternate setting temporarily, such as during inclement weather?

- A. No. A teleworking agreement does not apply to a temporary situation such as inclement weather.

16. Should telework employees be forwarding calls/voicemails from work number to personal phone?

- A. An employee who is teleworking should not routinely forward calls/voicemails from a work number to a personal telephone. An employee should discuss with their supervisor their equipment needs including the need for a city-issued mobile telephone for teleworking prior to beginning a telework assignment. If an employee's work includes frequent use of a telephone, the employee should use a city-issued mobile telephone or City-issued telephone software when teleworking. The employee should be aware that any work-related information stored on personal devices, including telephones, can be subject to open records requests.