

CITY OF MANITOWOC

Temporary Telework Arrangements during COVID-19 Outbreak

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Distribution: All City of Manitowoc Employees		

In response to the current COVID-19 (coronavirus) outbreak, the City is working to be responsible to our community and local healthcare agencies by following CDC recommendations to limit exposure by social distancing wherever possible. The City is implementing temporary teleworking arrangements for employees who are not required to be physically present in the workplace. If public health conditions worsen, some employees may be required to telework during this time.

Some positions in the organization require employees to be physically present. Your manager will inform you if this applies to your position. These employees are expected to report to work as scheduled or to request/use paid time off if they are unable to report to work.

These arrangements are expected to be short-term, and the City will continue to monitor the situation and the guidance provided by the CDC. At this time, we expect this arrangement to be in effect until April 6, 2020.

During this temporary teleworking period, it is expected that all employees will perform at acceptable standards and be available for communication during normally scheduled work hours. Employees and Managers should work together to ensure they have appropriate communication methods (text, phone, teleconference, email, etc.). Employees are reminded of the expectations of safeguarding the City's resources and protecting the confidentiality of the City's data at all times.

Log sheets will be required of all hourly (non-exempt) employees, documenting their time in ¼ hour increments. As always, any overtime must be authorized by a manager. If an employee is unable to work during normal business hours, they are expected to use paid time off. Please ensure regular time off requesting procedures are being followed.

Employees are required to update their contact information in Kronos to ensure the City has the correct information.

Please contact your Manager or Human Resources with questions.