

## **Chapter 200.9: Transfers and Lateral Reassignments**

A transfer is defined as a reassignment to a new position bearing the same position title and grade. Transfers may be either intra-departmental or inter-departmental. Temporary re-assignments do not apply to this chapter and are at the discretion of the Department/Division Head.

A lateral transfer is defined as a reassignment to a new position bearing a different position title within the same pay grade as the employee's current position.

Transfers and lateral reassignments may be made with the approval of the City Manager based on; needs of the City, qualifications of the employee and the recommendations of the department head(s) affected by the transfer. Employees still in their probationary period are not eligible for transfers and lateral assignments without prior written approval by the City Manager.

## **Chapter 200.10: Hours of Work**

The standard work-week shall be 40 hours for all municipal employees, excluding fire department personnel who shall be compensated in accordance with the Fair Labor Standards Act governing Fire Protection Employees of Public Agencies. Working hours do not include time allowed for meals.

Upon approval of the City Manager, the non-public safety departments may establish work-day hours of 7:30 a.m. to 4:00 p.m. for non-exempt employees whose job duties require the majority of their time to be spent working in outside conditions as defined in their job description. This work-day schedule allows the non-exempt "field" employee to reduce their time for meals to ½ hour per day while incorporating their break time into their work schedule in a manner that reduces disruptions in the employee's work activity.

The City Manager shall designate the time to begin and the time to end work each day as well as meal periods. The City Manager shall designate which combination of work days constitute the work week and this designation may vary by department, division, bureau, or individual employee and may be altered from time to time to best meet the needs of the City. All pay computations shall be based upon the standard workweek for each employee.

Flex time for exempt employees may be allowed in certain circumstances but must be approved by the employee's Department Head and in no way relieves the employee of the 40-hour workweek requirements. Flex time should be used within the same period (28 days) if possible. If not possible, all flex time must be used by the end of the calendar year. Flex Time not used by the end of the calendar year shall be forfeited.

It shall be the general policy of the City to have staff work no more than 16 consecutive hours when responding to emergency situations. Once an employee has reached 16 consecutive hours worked, he / she shall be relieved of their duties and sent home. If the situation necessitates working additional hours, any staff member that has worked 16 consecutive hours must get verbal authorization from their supervisor to continue working.

## **Chapter 200.11: Teleworking Policy**

To ensure that the City of Lebanon is providing outstanding service to all residents and businesses, it shall be the policy of the City that all employees work at their designated City primary work location unless extenuating circumstances arise. Should extenuating circumstances arise, the employee shall complete a telework request form that must meet the following requirements:

1. Telework request must be approved in writing by the employee's Department Head and City Manager in advance of the telework days requested.
2. Telework requests must not be based on convenience, but rather temporary, extenuating circumstances beyond the employee's control.

3. Employees must communicate with their supervisor via email when beginning the workday, upon leave for and returning from lunch, and when they are done with work at the end of the day. Employees who do not work for all or a portion of a day they are expected to telework are responsible for requesting to use appropriate leave. The Employer is not responsible for paying employees while teleworking if they are unable to perform work due to operational or technological issues such as the availability of adequate internet connection.
4. The work being performed by the employee must be conducive to being performed remotely via teleworking.
5. While teleworking, employees must be reachable by the employer during their normal working hours, and any other times designated by the employer.
6. While working remotely, employees must take steps to preserve the security and confidentiality of Employer information. Employees must keep confidential documents and materials in secure locations. If working on personal devices, employees must have valid up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the Employer immediately.
7. If approved, the teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees are expected to comply with all Employer policies, procedures, and performance standards.