

City of Grand Junction
Temporary Teleworking Policy

Due to the current COVID-19 (coronavirus) outbreak, the City of Grand Junction (City) is allowing employees, whose job duties are conducive to working from home, the ability to request, or be assigned, temporary telework arrangements. Please keep in mind this is an evolving situation and this policy may change.

Employee requests will be considered on a case-by-case basis. Factors of consideration may include: the nature of the employee's duties, the availability of any necessary equipment (personal computer, etc.), and computer and communication connectivity.

Once approved, the employee should not assume any specified period for telework, the City may require certain tasks be performed in-office, and/or the City may require employees to return to regular, in-office work at any time. The City will continue to monitor guidance from health officials and the need for remote work arrangements.

Teleworking employees must follow all security measures to protect any City records or files, including electronic information. Employees must follow City procedures related to computer use, network access, information security and storage of documents. No one other than the employee is permitted to access City information or use City equipment.

Employees who are permitted to telecommute will be required to sign a Telework Agreement. The Telework Agreement will cover the period the employee is permitted to work from the approved alternate location (e.g., home). If an employee is granted temporary teleworking arrangements while under a quarantine period, the City will attempt to provide the employee enough work to perform. An employee may telework during regular work hours; however, the time he or she is caring for a family member he/she must report those as hours away from work and take paid time off, leave without pay, or request Pandemic Emergency Leave while caring for a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law.