



NORTH
TEXAS
MUNICIPAL
WATER
DISTRICT

Regional Service Through Unity... Meeting our Region's Needs Today and Tomorrow



POLICY COMMITTEE

February 10, 2021

1:00 P.M.



AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS (FOR TELECONFERENCE COMMITTEE MEETINGS ONLY)

III. OPENING REMARKS

- A. Chairman/Executive Director/Committee Champion Status Report concerning legislation and regulatory matters, budgets, current projects and ongoing programs of the District

IV. ACTION ITEMS

- A. Review and possible action on approval of Policy Committee meeting minutes – June 17, 2020
- B. Review and possible action on amendment to Personnel Policies Manual, Section 2.20 Telework Arrangements

V. DISCUSSION ITEMS

- A. Opportunity for Committee Members to Provide Feedback on the Policy Committee Meeting
- B. Opportunity for Committee Members to Request Potential Future Agenda Items
(No substantive discussion of items will take place at this time)

VI. ADJOURNMENT



AGENDA

IV. ACTION ITEMS

- A. Review and possible action on approval of Policy Committee meeting minutes – June 17, 2020

Recommend Approval of Policy Committee Minutes – June 17, 2020



AGENDA

- B. Review and possible action on amendment to the Personnel Policies Manual, Section 2.20 Telework Arrangements



PURPOSE AND GOALS FOR TELEWORK POLICY

- Early into the pandemic staff began reviewing opportunities to learn lessons and make improvements from our pandemic experience.
- The District has not seen a reduction in productivity, performance or coordination during the pandemic with employees working remotely.
- A Telework Policy Provides Benefits to the District by:
 - Codifying expectations of teleworkers and establishing accountability for performance
 - Allowing/Requiring employees to work in all conditions and not expend leave
 - Space Management
- Teleworking Provides Benefits to Employees by:
 - Providing Work-Life Balance
 - Allowing employees to work uninterrupted on tasks and projects

Program will begin after COVID Restrictions are lifted



SITUATIONAL VS. CORE TELEWORK

- **Situational Telework**
 - Occurs on an occasional, non-routine basis. May be used when:
 - The regular worksite is closed due emergency situations;
 - An employee is recovering from an injury or illness;
 - As a result of special work assignments and travel;
 - Includes "unscheduled telework," which refers to telework that occurs on day(s) a teleworker was not scheduled in advance to telework.
- **Core Telework**
 - Also known as “regular telework”
 - Occurs on a routine and recurring basis on one or more days per pay period;
 - Will occur no more than two days per week and four days per pay period;
 - If an employee has an ongoing situation that requires or can be accommodated by increased telework, this must be approved by a Deputy Director.



ELIGIBILITY TO TELEWORK

- All employees occupying telework eligible positions will be required to have a situational telework agreement
- Core telework participation is not an employee entitlement or right.
- A determination of eligibility is made toward both the position and the employee holding the position.
- Employees are eligible for core telework if they occupy a telework-eligible position, have completed their first 6 months of employment successfully and have demonstrated work habits suited to telework, as determined by their supervisor and line management.
- Employees are not eligible if they are under a Performance Improvement Plan. Special circumstances particular to an employee or the duties of their position may limit an employee's ability to telework on either a temporary or permanent basis.



EXPECTATIONS OF TELEWORKERS

- Performance standards and performance management practices are the same as those for employees who do not telework.
- The NTMWD Personnel Policies Manual applies to employees while they are on duty, regardless of their worksite, and all requirements, prohibitions, expectations and rights stated therein continue to apply to teleworking employees.
- Teleworkers must be available to their coworkers, supervisor, customers and other stakeholders just as if they were at their official worksite.
- Teleworkers in positions with emergency response duties must be able to report to the emergency operations center or other emergency response location within two hours of being notified that an emergency situation exists.
- Work hours will align with the District's core hours.
- Telework is not a substitute for sick leave. It can be used to provide reasonable accommodation for employees.



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