



Policy Revision Request

Requestor Name Jerry Cantu Emp # 6111

This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

On 05-11-23 City Manager Jesus Garza released a [Citywide Telework Policy Implementation](#) Memo. This update reflects his memo.

This revision establishes the effective date specifically for Executive Staff.

1001 Telework Policy and Procedure

1001.4.2 COMMANDER AND CIVILIAN MANAGER RESPONSIBILITIES

- (a) Ensure unit SOPs include specific structure regarding on-site coverage levels, call back response times, and performance expectations for [teleworking](#) sworn employees ~~who are teleworking~~.
- (b) [Except for Executive Staff who are required to be in the office five \(5\) days per week,](#) ~~E~~ensure that no more than 25 percent of a sworn employee's 40-hour week is telework.