



DEPARTMENT NOTICE

22-115

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Telecommute Policy and Program (Supersedes DN 22-090)

Under the City's Telecommute Policy and Program (TPP), including the Interim COVID-19 Telecommute Policy and the provisions of applicable labor agreements (MOUs) (collectively, the TPP), effective September 12, 2022, employees who telecommute must work on-site at their City-designated work location at least three days per week, with a maximum of up to two days per week remotely telecommuting. Such employees will be classified as Category 1. Category 1 positions are those where the function and an employees' job duties require regular interaction with other coworkers and the public. Category 1 includes most professional, administrative, and clerical positions. This is the standard remote work schedule.

However, an exception to the required three days on-site work for employees who are eligible for telecommuting may be granted in certain circumstances, as follows:

Category 2 – More independent functions/positions – two days a week on-site or equivalent (three days remotely telecommuting)

Category 2 positions are those where the function and an employee's job duties require low to moderate level of interaction and collaboration with other employees or the public, where work can be performed and managed predominantly remotely.

Category 3 – Some technology and select other functions/positions – one day a week on-site or equivalent (four days remotely telecommuting)

Category 3 positions are those where the function and an employee's job duties require minimal collaboration with other employees or the public, and the employee can perform most or all their duties independently or remotely. Certain technology and other functions and positions are eligible for this category exception.

Any Category 2 or Category 3 exception granted will be based on the Department's business needs, the function an employee supports, and their job duties.

Please note, each granted exception will remain in place for a one-year period. Employees will need to reapply for an exception annually each December, at which time SFPD will review the exception for necessary changes, renewal, or cancellation.

Any employee seeking an exception for telecommuting in excess of two days of remote work (Category 2 and Category 3 exceptions) must provide an updated telecommute agreement and an approved memorandum justifying the exception by November 30, 2022, to sfpd.staffservices@sfgov.org. SFPD Staff Services will review all exception requests and will provide ultimate approval or denial.

All telecommute agreements submitted must contain:

- A completed application:
<https://sfdhr.org/sites/default/files/documents/Telecommute/Telecommute-Agreement-Form.pdf>
- A copy of the Telecommuting eLearning Module Certification of Completion:
<https://sfdhr.org/sites/default/files/documents/Telecommute/Instructions-for-SFLearning-Telecommuting.pdf>
- Photos of the designated worksite (to include equipment) at an alternate location
- A Management Plan approved by your supervisor (sample attached).
- A justification memorandum (only if an exception is requested)

SFPD is not obligated to provide department-issued computers, equipment, software, or supplies to employees for telecommuting purposes. In addition, applicants must have high-speed internet to connect to the City's system using Virtual Private Network (VPN).

Telecommuting is a privilege, not a right, meaning a telecommute agreement can be modified or terminated at any time. Telecommute privileges cannot be denied or ended for arbitrary or capricious reasons. Additionally, and as outlined in the City's TPP, some jobs are not suited for telecommuting and applications may not be approved.

Questions or concerns should be emailed to sfpd.staffservices@sfgov.org.



WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.