

DISCUSSION

Workplace Safety Audits – The updated policy includes revisions to the Health and Safety Audit Checklist. Major changes include the inclusion of an Audit Acknowledgement Form, which is an efficient tool in tracking the status of audit findings for accuracy. This policy also includes minor administrative changes to reflect process changes and to conform to a citywide format.

Hazard Communication – The updated policy includes a restructure consistent with the United Nations Globally Harmonized System. The major changes include revisions to all references of Material Safety Data Sheets to the updated GHS standard Safety Data Sheets. Minor changes include revisions to the location and access to Safety Data Sheets for employee’s instruction.

Telecommuting – Under the provisions of the new policy, the City will offer telecommuting to employees who are exempt from overtime requirements of the Fair Labor and Standards Act (FLSA). The policy clearly states that telecommuting is not an employee right and may be modified or terminated at any time based on the business and operational needs of the department. The policy also indicates that telecommuting is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telecommute. Lastly, the policy establishes guidelines of the approval process prior to telecommuting being approved. The employee and supervisor shall evaluate the employees job responsibilities, equipment needs and tax and other legal implications. The policy notes that telecommuting does not change an employee’s duties, obligations, responsibilities, or terms and conditions of City employment.

The policies were reviewed by City Management and a City-Wide Policy Committee for their concurrence with policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director
Approved by: Rafael Guzman, Assistant City Manager

Attachments:

1. Workplace Safety Audits Policy (I-03)
2. Hazard Communication Policy (VI-01)
3. Telecommuting Policy (II-11)