

Guidelines for DORIS employees who are Teleworking

The Department of Records and Information Services (DORIS) has implemented a temporary telework plan to enact and encourage social distancing at our work sites. The plan follows the guidance in Personnel Services Bulletin 600-3.

DORIS operates three charter-mandated divisions: The Municipal Library, Municipal Archives and Records Management Division. An additional four divisions—Information Technology, Administration, External Affairs and Executive handle agency operations. The agency employs 78 staff and there are 5 interns who are currently placed with us.

DORIS has two functions that are essential services: 1) retrieving city agency, court and district attorney records from the off-site storage facilities; and 2) providing members of the public with certified documents for legal proceedings. These services require staff to physically be at their designated work locations.

The personnel bulletin requires agencies to develop a written protocol for supervisory oversight that ensures that teleworking employees are working their designated hours. Work schedules may be full- or part-time (e.g. telework half of the day and use leave for the other portion of the day; telework designated days and use leave for other days; telework some days and work on premises other days).

Division Directors have established work plans and schedules for all teleworking employees. Every person who is teleworking must email their division director at the conclusion of each workday with an update on what was accomplished that day. Each division has scheduled a daily call for all division staff to touch base, ask questions, raise concerns, etc. There is also a daily call with all senior staff for the same purpose.

An online timeclock was set up so staff can login/logout of their work day. Staff physically at the warehouses and 31 Chambers as well as those with remote access can and should use Citytime. Those using OneDrive should use the online timeclock.

Additionally, the temporary City policy requires the following:

- Workplace rules prohibiting private activities during work hours must be followed notwithstanding the fact that employees are working from home.
- Overtime must be approved in advance.
- Leave time must be requested and processed in the same manner as in the workplace.
- Employees who telework must follow all information security protocols when using City and/or electronic equipment and accessing systems.
- Employees must maintain any approved safeguards to protect agency records from unauthorized disclosure or damage and comply with the privacy requirements set forth by the City of New York.