

Temporary Telecommuting Equipment Approvals | Human Resources

Due to the current COVID-19 (coronavirus) public emergency, the City of Spokane has implemented temporary telecommuting arrangements for employees whose job duties allow for telework. The following approvals must be obtained when setting up the designated work area required to perform duties safely and efficiently while protecting City equipment, software and supplies.

CONTACT IT FOR APPROVAL IF:

- You need to be issued a laptop for telework (and your supervisor has not yet provided laptop information to IT)
- You require installation of software
- You need to take home a desktop or docking station
- You want to take home a free-standing monitor(s)

Contact IT at helpdesk@spokanecity.org or 1-509-625-6460.

CONTACT YOUR SUPERVISOR FOR APPROVAL IF:

- You need to take home a keyboard, mouse, headset or small desk scanner/printer
- You need additional office supplies to perform tasks/duties

The Supervisor should maintain an inventory of these types of items transported to the Telecommuter's work area.

ITEMS PROHIBITED FROM BEING TRANSPORTED TO THE TELECOMMUTER'S WORK AREA INCLUDE (BUT NOT LIMITED TO):

- Office chairs
- Sit/stand desks
- File cabinets
- Small meeting tables
- Portable/rolling whiteboards
- Lighting
- Monitors mounted on walls or other equipment (extendable arms, etc.)

CONTACT HUMAN RESOURCES FOR APPROVAL IF:

You have a current ADA Accommodation on file requiring a specific piece of equipment, please contact your Human Resources analyst.

If you are not sure who your HR analyst is, send an inquiry to erahrclerks@spokanecity.org.