

**Department of Public Works  
HR Division Chief Response**

Case # 21-0049-I



August 10, 2021

Isabel Mercedes Cumming  
Office of the Inspector General  
100 N. Holliday Street, Suite 635  
Baltimore, Maryland 21202

**Re: Inspector General Case Number 21- 0049-I**

Dear Inspector General Cumming

The Department of Public Works (DPW) acknowledges receipt of Management Alert 21-0049-I related to telework and concurrent employment. This response is based on the recommendations provided in the management alert. We will take the following steps to reinforce the general rules of engagement related to telework and concurrent employment based on the Administrative Manual (AM) Policy.

**Ensure all employees of the City who are teleworking have a signed telework agreement on file.**

*On May 11, 2021, the Agency took steps to ensure on-going compliance with AM 200-13 Telework by sending notifications to our Division Chiefs to ensure that all telework agreements were renewed based on the annual review requirement of the policy. Additionally, the Agency sent a reminder on May 17, 2021 and required a response from all Divisions no later than close of business on May 21, 2021. (Attachment 1 and 2) Due to limited staffing over the past few months, there was a delay in tracking telework agreements received by DPW HR. However, in the upcoming weeks we will be sending out violation notifications to Divisions who are out of compliance and will manage each violation in accordance with related City policies*

**Evaluate telework authorization if performance issues are identified while an employee is on telework status.**

*The Agency will continue to monitor the performance of those employees under telework agreements as described in related City policies and procedures specifically, the Department of Human Resources Personnel Manual PM 201 – 370 Work Environment and Standards. For this specific case, we will ensure that the supervisor receives additional training related to progressive discipline as well as how managing performance throughout the performance cycle.*

**Issue guidance to agencies and employees about secondary employment outside the City.**

*The Agency will issue a notice to all employees reemphasizing the general rules of engagement related to telework and highlighting concurrent employment in relation to the City's Ethics Code. This notice is currently under review. The Agency will forward a copy of the notice once it is approved for distribution.*

**Consider reviewing the Policy AM 200-1: Concurrent City Employment Prohibition and enhance the policy to specifically address outside employment, both full time or part-time while required to work or are on call for City employment**

*As you know, the City's policy on concurrent employment is under the authority of the City of Baltimore Department of Human Resources (DHR). The Agency is open to collaborating with DHR if needed.*

The Department of Public Works will continue to provide updates as we move through the above steps to ensure we continue to follow the City's policies and procedures governing telework and concurrent employment. Please contact me if you have additional questions and comments.

Attachments (2)

Regards,

A handwritten signature in black ink, appearing to read "Tamiko Bryant", with a long horizontal stroke extending to the right.

Tamiko Bryant  
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Cc: Jason Mitchell, Director  
Julia Day, Chief Administrative Officer