



Policy	Temporary Telecommuting Assignment Policy		
Date: May 26, 2020	Revision Date:	Approved by: Human Resources	

I. POLICY STATEMENT

Eastern Municipal Water District (District) recognizes that our employees are by definition, Disaster Service Workers, and the first priority of government is continuity of service in the event of a widespread emergency or disaster (Gov. Code §§ 3100-3109). In the event of such emergency or disaster, it is important that the District not only respond to the emergency by stabilizing the emergency, protecting systems, but also maintain continuity of services. As such, the District is implementing this temporary telecommuting assignment policy to ensure the highest level possible of continuity of operations in light of the current COVID-19 (coronavirus) outbreak while addressing health and safety concerns for employees.

This policy will allow District Department Heads full discretion to determine if an employee is eligible to be placed in a temporary telecommuting assignment and to determine the length of the telecommuting assignment. Department Heads will be guided in their decision-making by their assessment of job duties that may be conducive to working remotely, and operational needs assessments.

Because the District provides essential services to members of the community, there are positions at the District that require the employee to be physically present in the workplace. These employees are expected to report to work as scheduled unless otherwise notified by their direct supervisor. All employees will benefit from the impacts of this policy by way of the increased opportunities to achieve social distancing parameters recommended as a precaution against the spread of the coronavirus.

The temporary telecommuting assignments implemented by this policy are expected to be short-term. The District will continue to monitor guidance from health officials and may make alterations to or terminate this policy at any time at the direction of the General Manager.

Employees should not assume eligibility for a telecommuting assignment. Nor should they assume any specified period of time for telecommuting if so assigned. Employees assigned to a temporary telecommuting assignment will receive specific written instructions and are expected to abide by this policy.

II. JOB RESPONSIBILITIES & REGULAR COMMUNICATION

While telecommuting, to the extent possible, employees should be performing the full range of their normal job duties. Employees and supervisor should maintain communication throughout the workday, through email, by phone, video chat, or other means. Managers and supervisors will be expected to establish and communicate work expectations of employees working remotely, including setting work priorities, deadlines, and reviewing work assignments.

III. WORK SCHEDULES AND TIME WORKED

Telecommuting employees should coordinate with their supervisor the set hours that will be devoted to performing their work. Start and end times for telecommuting employees should be communicated in advance and should be consistent from day-to-day, as much as possible. As approved by the employee's supervisor, an employee's start time and end time may be permitted to be different from the employee's normal hours when working on-site.

Employees who are not exempt from overtime requirements under the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked. Employees should coordinate with their supervisor for any periods of time during the workday when they will not be working. Any overtime must be authorized in advance by the employee's supervisor.

Employees should record any absences with paid leave on the bi-weekly timecard in accordance with normal protocols.

While it is anticipated the majority of work performed by the employee will be remotely (not on-site), there may be circumstances in which the employee is needed to return to their normal work site. In the event such on-site attendance is required, supervisors will notify the employee in advance when on-site attendance is necessary. Should an unplanned need arise for the employee to report to their normal work site within their normal scheduled hours, employees are expected to report within an hour of being notified.

IV. EQUIPMENT AND TECH SUPPORT

Electronic equipment needed for employees to telecommute will be supplied by the District to the extent resources are available. In certain circumstances and/or if sufficient resources are not available, employees may be required to use their personal phones, computers, or other equipment. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The District accepts

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no responsibility for damage or repairs to employee-owned equipment and reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the District is to be used for business purposes only. The employee must sign inventory Telecommuting Agreement (Attachment A) with an inventory of District property authorized for telecommuting use and thereby agree to take appropriate action to protect the items from damage or theft. All District-owned equipment issued to an employee must be returned immediately at the conclusion of the telecommuting arrangement.

The District will provide employees with appropriate office supplies (pens, paper, etc.) as deemed necessary and may reimburse the employee for pre-approved business-related expenses that are necessary and reasonably incurred to carry out the employee's job.

Telecommuting employees will establish an appropriate work environment within his or her home for work purposes and provide the necessary workspace, such as desk, tabletop, or other location that provides optimal work productivity. Employees are not expected to purchase furniture or equipment to arrange a home workspace. Employees should seek advice from a tax advisor if they have questions concerning tax implications of working from home. The District is not responsible for substantiating any employee's claim of tax deductions for operation of a home office used to perform work.

V. SECURITY

Consistent with the District's Computing Policy, telecommuting employees are expected to ensure the protection of District systems including regular patching and maintenance of your equipment, performing regular password maintenance, and other measures appropriate for the job and the environment.

VI. SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by Workers' Compensation. Telecommuting employees are responsible for notifying their supervisor of such injuries as soon as practicable. The District assumes no liability for injuries that occur outside the performance of the employee's duties and/or outside the employee's scheduled telecommuting hours.

Employees are prohibited from having face-to-face meetings regarding District business in their homes. Rather, employees shall opt to use video or phone conferencing to maintain social distancing guidelines and personal protection. The District will not be liable for any injuries sustained by visitors to an employee's home worksite.

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VII. EASTERN MUNICIPAL WATER DISTRICT POLICIES AND EMPLOYEE CONDUCT

Working from home inherently changes the workplace dynamic for employees. However, employees are expected to continue to adhere to all District Personnel Rules and Regulations, department policies, and relevant Memorandum of Understanding. Employees with questions about the application of a policy or procedure should contact their supervisor for additional information.

The temporary telecommuting assignments implemented by this policy are expected to be short-term. The District will continue to monitor guidance from health officials and may make alterations to or terminate this policy at any time at the direction of the General Manager. This policy is not intended to be permanent and shall not extend longer than six months without consultation with the bargaining unit. Termination of this policy will be communicated to affected employees a minimum of one week prior, unless there is an emergent need.

AUTHORIZED SIGNATURE ON FILE

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ATTACHMENT "A"

Employee Name: _____

Department/Division: _____ **Supervisor:** _____

Job Title/Position: _____

Telecommute Start Date: _____

Remote Work Location

Address: _____

Phone Number: _____

Alternate Number: _____

Email Address: _____

Work Schedule

Hours per Week:

Schedule Type (5/40, 9/80, 4/10)

- | | | |
|------------------------------------|-------------|-----------|
| <input type="checkbox"/> Monday | From: _____ | To: _____ |
| <input type="checkbox"/> Tuesday | From: _____ | To: _____ |
| <input type="checkbox"/> Wednesday | From: _____ | To: _____ |
| <input type="checkbox"/> Thursday | From: _____ | To: _____ |
| <input type="checkbox"/> Friday | From: _____ | To: _____ |
| <input type="checkbox"/> Saturday | From: _____ | To: _____ |
| <input type="checkbox"/> Sunday | From: _____ | To: _____ |

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Employee & Supervisory Responsibilities

Employees and supervisor agree to maintain regular communication through email, by phone, video chat, or other means on an agreed schedule and as needed basis. Employees on temporary telecommuting assignment are expected to respond to manager/supervisor within 60 minutes of call during agreed regular work hours. Managers/supervisors shall communicate work expectations for telecommuting employees and ensure appropriate compliance with expectations.

Equipment/Supplies Inventory

Equipment/Supply	Supplied by Agency	Supplied by Employee
Computer:	_____	_____
Cell Phone:	_____	_____
Printer:	_____	_____
Other Equipment:	_____	_____
	_____	_____

Employee Verification

I have reviewed and agree to the provisions in this Temporary Telecommuting Assignment Agreement. I verify that I have also read and understand the Eastern Municipal Water District Temporary Telecommuting Assignment Policy, attached hereto for reference and agree to all of its terms. I further understand that the arrangement to work remotely is temporary and may be rescinded, without notice, based on needs of the District.

Employee Signature Date

Supervisor/Manager (If Applicable) Date

Department Director Date