

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 32.110 - TEMPORARY TELECOMMUTING ASSIGNMENT

Date: October 13, 2020
Revision No: New
Supersedes: New
First Adopted: October 13, 2020

POLICY:

The first priorities of the Department are the health and safety of its employees and the public and continuity of service in the event of a widespread emergency or disaster. In order to ensure the highest level of service possible during unforeseen emergencies such as the COVID-19 pandemic, the Department is enacting this temporary telecommuting policy as part of an overall plan addressing employee health, safety and ongoing availability of essential personnel and services. An employee may be placed in a telecommuting assignment the length of which is determined after assessment of job duties that may be conducive to working remotely and based upon operational needs unique to different sections. Telecommuting is not an entitlement, not a Department benefit, and in no way changes the terms and conditions of employment with the Department. An employee's compensation, benefits, work status, work responsibilities, and amount of time the employee is expected to work per day will not change due to participation in a telecommuting assignment.

Not all jobs can be performed from off-site locations. Positions that require face-to-face interaction with customers and/or office personnel are not suitable for telecommuting assignments. Employees in these positions are required to be physically present in the workplace and are expected to report to work as scheduled unless otherwise notified by their direct supervisor. Telecommuting assignments can be terminated at any time at the direction of the General Manager. Telecommuting can be informal, such as working from home for a short-term project or a schedule of working away from the office. Employees should not assume eligibility for a telecommuting assignment nor any specified period of time for telecommuting if so assigned.

PROCEDURE:

In order to be assigned to a temporary telecommuting arrangement, the following requirements must be met:

- The employee must possess good time-management and organizational skills
- The employee must be self-motivated, self-reliant, and disciplined
- The employee must be able to carry-out the same duties, assignments, and other work obligations from home as they do when working on Department premises
- The employee must be available to his/her supervisor and coworkers during core work hours
- The employee must be available to attend scheduled meetings and participate in other required office activities at home as needed.

Exceptions to these requirements may be approved by the General Manager based on the situation and severity of the situation requiring telecommuting assignments.

Telecommuting employees should be performing the full range of their normal job duties. Employees and supervisors 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.

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. 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 in accordance with normal protocols. All policies and procedures and Memoranda of Understanding remain applicable to telecommuting employees.

While it is anticipated the majority of work performed by the employee will be remote (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.

The employee shall designate an appropriate workspace within the remote work location, 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 are expected to maintain their home workspace in a safe condition, free from hazards and other dangers to the employee and any equipment. Any Department materials and proprietary Department and/or customer information should be kept in the designated workspace and not be made accessible to others. The employee is liable for any injuries sustained by visitors to his/her home worksite. The Department assumes no liability for injuries that occur outside the performance of the employee's duties and/or outside of the employee's scheduled telecommuting hours. Employees must immediately report to their supervisor any injury that occurs during the performance of duties within scheduled telecommuting hours. Department issued equipment must be returned immediately upon the conclusion of the telecommuting assignment.

The Department is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or other that may become injured within or around the employee's home.

The Department will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting assignment. Electronic equipment needed for employees to telecommute will be supplied by the Department 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 related equipment. The Department accepts no responsibility for damage or

repairs to employee-owned equipment. Equipment supplied by the Department is to be used for business purposes only. The employee must sign an inventory of all Department issued property received and agree to take appropriate action to protect the items from damage or theft. The Department will reimburse employees required to work in a telecommuting assignment for internet and personal phone charges necessary to perform work by a flat fee as stated in the Memoranda of Understanding. Some reimbursement may be provided for necessary and reasonable business-related expenses as determined by the General Manager.

The Department has the right, at the direction of the General Manager, to cancel or suspend employee telecommuting assignments at any time, for any reason or no reason.

An employee deemed eligible for, or required to participate in, a telecommuting agreement must complete and sign the telecommuting form.

Policy Review

Board Approved:
No Changes:

10/30/2020
7/2021



TEMPORARY TELECOMMUTING ASSIGNMENT AGREEMENT

Employee Name:			
Job Title/Position:			
Division/Section:			
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

Employee and Supervisory Responsibilities

The employee and supervisor agree to maintain regular communication through email, phone, video chat, or other means on an agreed schedule and as needed basis. Employees are expected to respond to the manager/supervisor as soon as possible, and no later than 60 minutes from receipt of call during agreed upon regular work hours. Managers/supervisors shall communicate work expectations for telecommuting employees and ensure appropriate compliance with expectations.

Temporary Telecommuting Assignment Agreement

Equipment/Supplies Inventory		
Equipment/Supply	Supplied by Agency	Supplied by Employee
Computer		
Cellphone		
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 Department's Temporary Telecommuting Assignment Policy, attached hereto for reference, and agree to all terms contained therein. I agree to take appropriate action to protect any Department issued equipment/supplies from theft or damage and that any such property must be returned to the Department in good condition immediately upon the conclusion of this temporary telecommuting assignment. I further understand that the arrangement to work remotely is temporary and may be rescinded, without notice, at any time for any reason at the direction of the General Manager.

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date
_____ Director Signature	_____ Date
_____ General Manager Signature	_____ Date