

MEMORANDUM

Date: March 13, 2020

To: All Employees

From: Aaron Donato, Labor Relations Manager 

Cc: Recognized Employee Organizations

Re: Emergency Work from Home Policy due to COVID-19

Dear Employees:

The purpose of this memorandum is to advise all employees of a temporary Emergency Work from Home Policy.

1. This policy is in response to the declared local and national public health emergency related to the virus known as COVID-19 and shall remain in effect until such time that City determines that it is no longer necessary.
2. The City has been working diligently with State and County health officials to develop appropriate protocols to mitigate the risk of COVID-19 to our workforce, while still providing essential City services. To do so, the City has determined that getting more employees to work from home is a critical element of its efforts to slow the spread of this disease and is therefore taking the step of streamlining the City's telecommuting policy.
3. Eligible employees choosing to participate in the telecommuting program must complete and submit the telecommuting agreement and application, which must be approved by management. For the duration of the declaration of the emergency, the terms of that agreement are modified by this policy.
4. Not all City staff can adequately perform their work from home, and so not all employees will be allowed to participate in the telecommuting program. Employees whose classification and position have been identified as being able to work from home must also have the ability and technology to do so to be eligible to participate.
5. Employees who are ineligible for the telecommuting program will be required to report for work at their designated work site.
6. To the extent possible, management will work to minimize employee exposure to COVID-19 for those who are not permitted or able to work from home. Employees are encouraged to engage in "social distancing" and the City is taking steps to ensure meeting tools such as Web-Ex are available to employees.

7. The City will not provide employees with additional equipment to work from home. Employees who do not have City-issued equipment may utilize their own personal equipment so long as the equipment has the capability of allowing the employee to perform their job functions.
8. There shall be no additional technology allowance beyond what is provided in each of the relevant labor agreements.
9. Telecommuting employees must forward their desk or work phone to their personal phone number and answer that phone during their work shift.
10. Provisions of the City's existing Telecommuting Program Policy will apply during this time except that:
 - a. Eligibility – employees will be advised of their eligibility to participate in the telecommuting program by their employing department.
 - b. Working Days – the four-day-per-week limitation on telecommuting is suspended; your supervisor will advise as to how many days per week you are authorized or required to telecommute.
 - c. Participation – participation will be determined in the sole discretion of the City and may become mandatory for eligible employees.
 - d. Termination – any telecommuting arrangement resulting from this interim policy may be terminated by the City upon seven calendar days written notice.
 - e. Anti-virus Software – the City will not provide employees with anti-virus software for their personal electronic devices.
11. Compliant with Civil Service Board Rule 16, employees who call-out or are sent home by management due to a COVID-19 related matter and/or illness are required to utilize their own leave balances or utilize absent without pay on their timesheet.

Attachments: City Telecommute Policy