

Limited Duration Remote Work Policy

Background: This policy has been created to address the immediate safety needs of both customers and employees specifically in response to the impacts of the COVID-19 pandemic. The overall objective is to put in place procedures that allow the District to mitigate both foreseen and unforeseen impacts to District operations by providing staff with alternative work locations and customers with safe alternatives to interact with staff using these mitigation measures. For the purposes of this policy, the use of the words “District” or “DPMWD” is synonymous with Del Paso Manor Water District.

This policy may be revised in accordance with any government regulatory mandates. It may also be used to address future District operational needs as determined by the General Manager and or Board of Directors.

Overview and Scope: Working remotely, also referred to as “telecommuting,” provides employees with an opportunity to work from an alternative work environment instead of in the primary location(s) of the Del Paso Manor Water District (DPMWD). Remote Work is a limited duration arrangement that allows eligible District employees to work in a designated area outside the office(s) during the COVID-19 pandemic. Remote working is a supportive arrangement between eligible employees, supervisors, and the General Manager. Remote working is intended to provide a balance between the safety needs of the staff and the public while still maintaining the operational demands of the District. For example, the COVID-19 pandemic has resulted in government mandates that put the health safety of the public first while also recognizing that Water Districts must remain open to provide essential services.

Working remotely must be pre-approved by the General Manager and cannot be initiated without a *Remote Workers’ Plan* in place.

The District retains the right, in its sole discretion, to designate positions that are appropriate for remote work and approve employees for working remotely. Working remotely does not change the conditions of employment or required compliance with all DPMWD policies and procedures. The District reserves the right to change or terminate the *Remote Workers’ Plan* at any time, without cause or advance notice. The ability to work under a *Remote Workers’ Plan* rests in the sole discretion of the District. Working remotely is a privilege and may not be appropriate for all employees. If you wish to request a *Remote Workers’ Plan*, you should contact your supervisor.

Remote Work Plan

All Remote Workers are required to sign a *Remote Workers’ Plan* with their supervisor that outlines the Remote Worker’s work days and work hours (as applicable); equipment the remote worker will utilize; how performance and productivity will be monitored; how the Remote Worker will communicate with the District and with the Public if applicable; use of support staff; and other appropriate information.

Hours of Work

Unless otherwise agreed upon in the *Remote Workers' Plan*, hours and days of work will not change. Employees agree to apply themselves during work hours just as if they were working in their regular work location(s).

Non-exempt employees agree not to work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor. Non-exempt employees will not work overtime without prior permission. Employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite. Non-exempt employees are required to take paid breaks as required under California law as they would had they not be working remotely.

While working away from the office, employees must be accessible for communication (e.g., telephone, pager, e-mail, etc.). Specific requirements are subject to the needs of the District as determined by the General manager/supervisors.

Working remotely is not intended as a substitute for childcare or care for another adult. If a child or adult needs care during work time, another responsible individual is expected to be present.

Remote Work Assignment Log

A Remote Work Assignment Log must be completed, reviewed, and approved by the General manager/supervisor prior to any remote work being done. A Remote Work Assignment Log and status reports on assignments must be submitted to the Remote Worker's supervisor as set forth in the applicable *Remote Workers' Plan*.

Attendance at Meetings

Remote Workers are expected to attend all required meetings whether they be in person, by phone or teleconference as designated by the General Manager/Supervisor.

Remote Work Safety

Remote Workers are solely responsible for ensuring the safety of their alternative work environment. However, because the District is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the District reserves the right to periodically inspect a remote worker's home workspace. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Remote Workers are protected by workers' compensation insurance. As such, Remote Workers are required to immediately report any injuries that occur while working.

The Remote Worker is liable for any injuries that occur to third parties at or around the Remote Worker's alternative work environment.

Work Environment Criteria

It is important for all employees to maintain a healthy, safe, and ergonomically sound work environment while working in the office or at a remote location. The major difference between the employer's office and the home office is ownership and control over the workplace.

The opportunity to participate in a *Remote Workers' Plan* is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained as follows:

- Designate an area that allows for working in an office setting. Ensure that the equipment necessary to perform the work is in the designated area;
- Obtain pre-approval from the supervisor for use of vacation time or sick leave to attend to family or home matters during home office hours; and
- Ensure that the home office is a safe place to work, including the following:
 - Smoke Alarm/Detector (UL Approved) installed
 - Fire Extinguisher (UL Approved) installed
 - Easy access to fire extinguisher
 - Proper attention to ergonomics and other hazards
 - Uncluttered work environment

A "Work Station Checklist" must be completed by the potential Remote Worker prior to the beginning of working from home, and all items must be reviewed and evaluated as being satisfactory.

Information Security

Security of confidential information is of primary concern and importance to the District. Remote Workers are expected to adhere to all applicable laws, rules, regulations, policies, and procedures regarding information security. All District rules regarding the use of computers and the internet apply while an employee is working remotely, regardless of whether the employee is using District or personal equipment. The following are basic information security guidelines:

- Use District assets only for authorized purposes, and ensure that confidential information is not disclosed to any unauthorized person;
- Back up critical information on a regular basis to assure the information can be recovered if the primary source is damaged or destroyed;
- Use "logon" passwords on all systems containing confidential information and keep those passwords secure;
- Use the latest virus protection software on telework systems used to prepare information for subsequent use on District systems;
- Return material (paper documents, diskettes, etc.) containing all confidential information to the District for proper handling or disposal, if necessary; and

- Adhere to copyright law by not copying or sharing any District owned software, and when no longer employed by the District, remove all such software from the home computer and return any software media to District.
- Personal computers/laptops for District work will not be allowed. The District will check a laptop out to the remote worker. The District's IT consultant will ensure that all applicable software is installed to protect the safety and security of our rate payers.

Costs Associated with COVID-19 Remote Work

The *Remote Workers' Plan* will specify any costs the District will cover. The District may need to purchase additional software or equipment to support an employee working remotely during the COVID-19 crises.