



CITY OF ANAHEIM
TEMPORARY TELECOMMUTING ASSIGNMENT POLICY
MARCH 18, 2020

The City of Anaheim recognizes that all municipal employees are by definition, Disaster Service Workers, and the first priority of government is continuity of service in the event of a wide spread emergency or disaster (GC §§3100-3109). In the event of such emergency or disaster, it is important that the City of Anaheim not only respond to the emergency by stabilizing the emergency, saving lives, and protecting property but also maintain continuity of government. As such, the City 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 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, operational needs assessments, and the Continuity of Operations Plan (COOP).

Because the City provides essential services to members of the community, there are positions at the City 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 City of Anaheim 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 City 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 the following guidelines.

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.

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 exempt from FLSA should record any full-day 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.

Equipment and Tech Support

Electronic equipment needed for employees to telecommute will be supplied by the City 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 City accepts 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 City is to be used for business purposes only. The employee must sign inventory Telecommuting Agreement (Attachment A) with an inventory of the City property authorized for telecommuting use and thereby agree to take appropriate action to protect the items from damage or theft. All City-owned equipment issued to an employee must be returned immediately at the conclusion of the telecommuting arrangement.

The City 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. Given the temporary nature of this program, 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 City is not responsible for substantiating any employee's claim of tax deductions for operation of a home office used to perform work.

Security

Consistent with the City's expectations of information security for employees working at the office, telecommuting employees are expected to ensure the protection of City information accessible from their home office and abide by Administrative Regulation 410 Use of Office Communication. Necessary security steps include appropriate network security measures, regular password maintenance, and any other measures appropriate for the job and the environment.

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 City 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 City business in their homes. Rather, employees shall opt to use video or phone conferencing to maintain social distancing guidelines and personal protection. The City will not be liable for any injuries sustained by visitors to an employee's home worksite.

City Policies and Employee Conduct

Working from home inherently changes the workplace dynamic for employees. However, employees are expected to continue to adhere to all City policies and procedures while telecommuting, including, but not limited to the following Administrative Regulations: A.R. 285 Workplace Conduct, A.R. 243 Harassment, Discrimination, and Retaliation, A.R 253 Injury and Illness Prevention Program, A.R. 286 Attendance, and other applicable Administrative Regulations, department policies, and relevant Memoranda of Understanding. Employees with questions about the application of a policy or procedure should contact their supervisor for additional information.