



Memorandum

Date: March 16, 2020

To: All Districts' Employees

From: Robert C. Ferrante *RCF*
Chief Engineer and General Manager

Chuck Boehmke *CB*
Assistant Chief Engineer and Assistant General Manager

Subject: COVID-19 Emergency Measures

During this current COVID-19 Emergency, it is most important that the health and well-being of our employees is protected. The agency's purpose of protecting public health is important during this time but it cannot be performed without our employees. As a result, we are enacting two measures immediately to protect our employees.

1. Where feasible, employees are encouraged to work from home. Employees requesting to work from home either full or part-time must submit their request to their supervisor and section head. Attached are instructions from Human Resources on working from home.
 - a. Following the Governor's directive, all employees 65 years and older, and those with a medical condition that increases their risk of serious illness from exposure to COVID-19 (a medical note may be requested), who are unable to work from home full-time will be allowed to go on administrative leave with pay until further notice. Such employees who are currently on leave for other reasons will remain on that leave type. Please contact your supervisor and inform them of your decision and then contact Mimi Miller-Banales for instructions on how to charge your time.
2. Employees working in one of the Districts' offices (i.e. JAO, JWPCP, CFO, PHMRF) can request from their supervisor to stagger their daily start times to allow you to attend to personal/family needs or to minimize your overlap with other staff.


We are following the guidance provided by the county, state, and federal agencies, which is changing constantly. We encourage you to monitor the daily updates that are being posted to keep up with the latest information.

With patience and understanding, we will make it through this difficult time.



Memorandum

Date: March 16, 2020

To: All Districts Employees
From: Jennifer Allen 
Human Resources Manager
Subject: **Emergency Program to Work Remotely**

Effective immediately employees in certain categories of jobs may be permitted to work remotely, where feasible, on an emergency basis. Working remotely is being implemented in response to the COVID-19 emergency and to allow employees to increase their social distancing. Employees requesting to work remotely either full or part-time must submit a written request (email or memo) to their supervisor with review by their Section Head and final approval from their Assistant Department Head or above.

Working remotely will be a collaborative effort between the employee and their supervisor. The employee and their supervisor will be tasked with outlining the types of projects/assignments that are expected to be accomplished. Projects/assignments can be added or changed during the course of working remotely. Working remotely can be full or part-time and will depend on each employee's situation and the Districts' needs. For example, an employee who has requested to work remotely for childcare reasons, may be only able to work 4 hours per day. In this example, the employee would charge 4 hours of productive time and 4 hours of full pay leave (vacation or sick, including personal leave, can be used). In another example, an employee who has requested to work remotely, may only have 4 hours of remote work per day due to the nature of their work. In this example, the employee could work 4 hours remotely and the other 4 hours from their work site.

Some employees do not have job duties appropriate for working remotely. Certain positions may be ineligible for participation due to business necessities. Working remotely may not be possible if the employee does not have appropriate equipment and the Districts is unable to provide appropriate equipment. The Districts holds the final determination of an employee's position being appropriate for working remotely.

This program is in response to the COVID-19 emergency and will end when the emergency is deemed over by appropriate health officials. Program questions should be directed to Mimi Miller-Banales at mmiller@lacsd.org or on extension 1337.

Emergency Policy for Working Remotely – March 2020

Employee Wages and Benefits

The duties, obligations, responsibilities, and conditions of employees are not changed by working remotely. Employee's wage, retirement, benefits, and insurance coverage remain unchanged.

The employee remains obligated to comply with all rules, policies, practices, and instructions. The worker's compensation liability for job-related accidents will continue to apply during the employee's remote work hours.

Work hours compensation will conform to Districts' policies and practices, Fair Labor Standards Act (FLSA), and to any other terms agreed upon by employee supervisor, except that, those terms may not violate the laws/provisions stated above.

Employee will work at a designated location during hours agreed upon. Arrangements for flexible work schedules are subject to supervisor's approval. The supervisor must document the terms.

There will be no overtime worked when working remotely.

Employees must account for and report time spent working remotely the same way they would at the regular worksite. Employees who become ill or need time away from work (e.g. personal leave or vacation) must report the hours actually worked and use leave for hours not worked.

Performance Expectations

Timeliness, quality, and quantity of work must be maintained.

Employees are prohibited from engaging in employment activities other than Districts' assignments during established hours of working remotely.

Supervisors who have employees working remotely are expected to have contact with the employee regularly; at least once a day. Employees working remotely must respond promptly during their designated working hours.

Equipment

Districts' provided equipment is not an entitlement for working remotely. However, the Districts may provide equipment. Office supplies needed by the employee will be provided by the Districts. All requests must be pre-approved by the supervisor and/or manager. The Districts retains ownership of all equipment and/or licenses provided.

Use of Districts' equipment and supplies is limited to employees for purposes relating to Districts' business. The employee is responsible for ensuring that equipment is used properly.

When employee uses his/her own equipment while working remotely, the employee is responsible for maintenance and repair of equipment.

The Districts is not responsible for the payment of utilities (air conditioning, heat, electricity, etc.) or home maintenance costs. If an employee anticipates communication service charges (phone or WIFI) above those charged for their normal personal use, and will want these additional charges to

be paid by the Districts, they must estimate the amount of those charges and get pre-approval by their supervisor.

Remote Work Location

Employees must designate a work space at home or another location that is maintained in a safe condition, free from hazards. Any accident must be brought to the immediate attention of the supervisor.

As part of working remotely, the employee must ensure that safety and ergonomic standards are met in the work space. Although the work space does not have to be a separate room, it must have adequate lighting, ventilation, and furniture that is ergonomically comfortable and safe to use.

Employees must have a method for expediently receiving and responding to communications (phone calls, messages, mail, etc.) from other staff, supervisors, and when applicable, the public.

Employees remain solely liable for injuries to third persons and/or members of employee's family on the employee's premises. The Districts is not liable for damage to the employee's real property.

Employees working remotely will take all reasonable precautions necessary to secure Districts information and equipment in his/her work space, prevent unauthorized access to any Districts system or information. Data and information used by the employee must be treated with the same caution and respect that confidential material is given in the office.

Timecard Entry

Employees working remotely should enter their productive time as normal with the appropriate project and task entries. Employees must also enter "telework" in the comments section on the daily timecard and indicate the number of hours worked as such.