

Sec. 220-70. - Remote Workplace Procedure.

(a) *Origin:* Section 120-70, 120-69

(b) *Scope:* Employees

(c) *Guiding Principles:*

(1) Remote Work is not a guarantee and not all positions are well suited for remote work. Remote work may be an option where the business benefit outweighs the impact; we can meet the needs of our internal and external customers; and workload assignments are clear and measurable. Some arrangements may be temporary in nature.

(2) Managers are responsible to ensure employee accountability for specific deliverables and for providing appropriate coverage and level of service to meet District needs (both internal and external). In all cases, managers must monitor and re-evaluate remote workplace arrangements, as necessary.

(3) Remote work schedules must allow for all District operational demands to be met and may not exceed three days per week without approval from the Chief of Staff.

(4) Remote work schedules of Section Leaders and their supervisory chain must allow for all District operational and supervisory demands to be met and may not exceed one day per week. Any exceptions require Executive Director approval.

(5) Remote work employee arrangements shall not interfere with meetings, seminars and trainings which otherwise require in-person attendance.

(6) In no case shall remote work arrangements be used for non-business activities such as childcare, errands, or other personal activities.

(7) The District may modify or discontinue a remote workplace arrangement at any time and will periodically revisit for necessary updates.

(8) Staff who are on a Performance Improvement Plan may not work remotely until the successful completion of their plans or otherwise approved by their Bureau Chief.

(9) All District policies and procedures as well as all applicable laws apply to remote workplace arrangements, including but not limited to Public Records law, Sunshine Law, and Code of Ethics, when working remotely.

(10) Workers' Compensation -- An employee is covered under the District's workers' compensation coverage if the employee is injured while performing official duties at the alternate work location. Any injury must be reported immediately to both Risk Management and to the employee's supervisor

All employees working in a remote workplace arrangement acknowledge that the District has the authority to enter the remote work location to conduct an investigation related to Workers Compensation.

(d) *Process:*

a. Requests for remote workplace arrangements are initiated via email by the employee, including proposed work schedule and work hours. Supervisor and Bureau Chief approval of the remote workplace arrangement is required.

b. The Bureau Chief shall prepare a Personnel Action Form (0865) to include work schedules.