

COUNTY OF HUMBOLDT

INTERIM POLICY FOR REMOTE WORKING

The County of Humboldt continues to closely monitor the ongoing Novel Coronavirus 2019 (COVID- 19) outbreak. In response to the COVID-19 outbreak and until further notice the County is enacting the following interim telecommuting policy.

- Employees unable to come to work due to public health or County-required quarantine or self-isolation measures may work remotely if operationally feasible.
- Employees unable to come to work due to a COVID-19 day care or school closure that requires them to be home with their child may work remotely if operationally feasible.
- County may designate certain employees to work from home. If employees are designated to work from home, it will be considered paid work status.

These measures are subject to change as the situation evolves and the County Administrative Officer, in consultation with the Human Resources Department and Office of County Counsel is authorized to make administrative changes to this interim policy consistent with these directives.

COVID-19 Interim Telecommuting Policies

Employees can be given flexibility in working remotely for legitimate reasons (for example, self-isolation due to travel, caring for children during school closures, caring for elderly family members or others at risk with weakened immune systems, or for self-care if the employee is at risk, among others). This Interim Telecommuting Policy is only for the duration of the outbreak, as defined and communicated by the County.

Supervisors, at their discretion, may allow members of their staff to telecommute on a short-term basis. Supervisors are responsible to ensure that their departments perform critical work and maintain County operations. They may be flexible in offering telecommuting to non-essential functions.

Eligibility for Short-Term Telecommuting

Supervisors, at their own discretion, may allow members of their staff to telecommute on a short-term basis during a COVID-19 outbreak. Supervisors are responsible to ensure that their departments perform critical work and maintain operations to the appropriate extent communicated by the County; flexibility may be given to non-essential work. Supervisors should consistently communicate with their staff regarding the fluidity of such situations, as well as changing needs.

Expectations for All Staff

Telecommuting employees are responsible to fulfill the expectations agreed upon with their supervisor regarding the scope of their telecommuting assignment, such as:

- Duties and responsibilities

- Hours of work (rest/meal breaks, overtime, and other wage and hour requirements still apply)
- Hours of availability to communicate regarding County business
- Communication of work assignments, projects and reports
- Communications regarding personal needs, including reporting absences of work due to injury, illness, or caring for a family member
- The use of County equipment and materials.
- Completion of timecard information.
- Maintaining a safe environment in which to work.

Data Security While Telecommuting

County employees are required to protect County and confidential information by following all applicable policies, rules and regulations governing information security, software licensing, and data protection; ensuring that unauthorized individuals do not access data, either in print or electronically; and not accessing restricted-level information electronically unless protected through use of County servers and/or appropriate physical controls.

At all times, whether County work is performed at work, at home or through telecommuting, County records, sensitive information, and other private, confidential or proprietary data must be maintained in a secure manner.

Expectations for Supervisors

Supervisors should communicate specific expectations to individual employees based on each person's employment position, the needs of the unit and the employee's personal circumstances. To ensure that any telecommuting assignment is mutually beneficial to both the County and staff members, planning and communicating expectations in advance of the telecommuting is crucial. Ongoing communications and meetings regarding the status of assignments, projects and department initiatives must be part of the routine of telecommuting during this time of urgency.

General Employment Expectations

Staff members must comply with County rules, policies, practices, and instructions and understand that violation of same may result in termination of telecommuting privileges and/or discipline.

Short-term telecommuting in extraordinary circumstances does not change the basic terms and conditions of employment with the County. Telecommuting assignments do not change a staff member's classification, compensation, or benefits. The accrual and charging of leave time is subject to the same policies and procedures applicable to non-telecommuting staff members.