

POLICY TITLE: Telecommuting Policy

POLICY NUMBER: 3144

3144.1 Telecommuting, also called “telework,” or performing work for one’s employer from home or a remote location allows employees the freedom to perform their job in locations other than on Gold Mountain Community Services District (GMCS D or District) property. Telecommuting under normal circumstances shall not be considered a standard work arrangement, these arrangements will be situational and in line with the needs of the District. Telecommuting may be necessary to effectively continue business as part of a disaster recovery or emergency response plan.

The purpose of this Policy is to: (1) enable employees to effectively work from home or another remote location; (2) develop a uniform policy for employees who work remotely; and (3) ensure that all telecommuting arrangements are in full compliance with applicable laws governing workplace safety, employee rights and responsibilities, and GMCS D policies.

3144.2 Eligibility

Only employees who can perform their job duties away from the GMCS D office may participate in a telecommuting arrangement. Other criteria shall be considered in determining whether to grant a specific request for telecommuting, including but not limited to whether the employee can reliably provide alternative work space; whether the employee’s absence from the primary work location will disrupt the workflow of other employees; and whether the employee can demonstrate full understanding of the requirements of this policy. Supervisors may use other reasonable criteria in addition to these examples.

Employee participation in telecommuting is voluntary and granted only at the discretion of the General Manager and the employee’s immediate supervisor. GMCS D has the right to refuse to make telecommuting available to any employee. GMCS D has no obligation to allow one employee to telecommute merely because another employee who performs the same or similar job duties has been approved for telecommuting. Except in declared emergencies, an employee may decline a suggestion to telecommute made by a supervisor.

3144.3 Work Schedule

All telecommuting work schedules are at management’s discretion and shall be consistent with the operational needs of the District. As with any work schedule, management has the discretion to change or eliminate telecommuting arrangements.

Telecommuters shall maintain regular contact with supervisors and co-workers by phone and e-mail while they are telecommuting. Unless granted express permission by the employee’s immediate supervisor, employees shall expect to adhere to a regular workday schedule as if they were present in the office and shall be in communication by phone and e-mail during those hours.

3144.4 Benefits and Compensation

The District will not make any distinction of benefits and compensation between telecommuting and



onsite employees. All applicable contracts, agreements and policies governing an employee's position shall continue to apply in a telecommuting arrangement.

3144.5 GMCS D Policies

Employees who telecommute are bound by all GMCS D policies as if they were working onsite or on GMCS D property.

3144.6 Health and Safety

GMCS D is committed to ensuring a safe worksite in compliance with the rules and guidelines set forth by the Division of Occupational Safety and Health (Cal/OSHA). Employees who telecommute are responsible for designating an area in their home as the worksite and certifying that the space presents a safe and healthy work environment. If an employee incurs an injury or illness in the course or scope of employment while telecommuting, Workers' Compensation laws apply. Employees must immediately notify their supervisor and complete all necessary paperwork as required by GMCS D.

Actions that the telecommuter may take during break periods from working and actions not directly related to the approved remote worksite will not be covered under Workers' Compensation. These non-covered actions include, but are not limited to, all actions that the employee would not be able to perform in his or her GMCS D office, such as caring for children or pets, domestic tasks, yard work, retrieving the mail, cooking, exercising and interacting with non-GMCS D employees for non-business purposes. GMCS D shall in no instance be liable for injuries to third persons, including members of the telecommuting employee's family, who enter the employee's worksite or otherwise interact with the employee or use his or her home office equipment.

3144.7 Business Expenses and Reimbursement

Expenses incurred because of telecommuting will not be reimbursed by GMCS D unless they are normally reimbursable pursuant to GMCS D policies, or pre-approved in advance at the sole discretion of the employee's supervisor. Telecommuting employees may use GMCS D office equipment and supplies at any time, according to need. It is not anticipated that employees garner any out-of-pocket expenses for supplies. The District will not reimburse expenses unless by prior approval of Employee's manager.

3144.8 Use of Computers, Smart Phones and Other Technology

All policies governing employee usage of GMCS D computers, internet connections and mobile devices shall apply to telecommuting employees when they are using their personal equipment in the course and scope of employment, and when they are using GMCS D technology at any time. Employees using GMCS D technology or conducting GMCS D business on personal devices have no expectation of privacy. All GMCS D issued technology equipment remains the property of the District and must be returned to the District upon request. The computer, software, and any other equipment or supplies provided by the District are provided for the use on District assignments and must be treated/handled as they would at the District's worksite. Other household members or anyone else shall not use the District equipment and software. District-owned software or data may not be duplicated except as formally authorized. District will be responsible for insurance and



maintenance of all District provided materials. They employee will keep any District materials taken home in the designated work area and will not make materials or equipment accessible to others. Employees may use personal equipment/Smartphones for remote work purposes. In such cases, Employee will be responsible for maintenance/replacement required for personal equipment.

3144.9 Equal Opportunity and Harassment-Free Workplace

This policy does not alter GMCS D’s commitment to maintaining an equal opportunity, discrimination, and harassment-free workplace. All GMCS D policies, as well as all state and federal laws, governing GMCS D’s anti-discrimination policy apply uniformly to telecommuting and onsite employees.

3144.10 Procedure

Prior to receiving authorization to telecommute, employees shall review and sign the GMCS D Telecommuting Guidelines and Agreement form acknowledging provisions of this policy.

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