



## TEMPORARY EMERGENCY TELEWORK PROTOCOL

### PURPOSE

Cal OES recognizes the escalation of the coronavirus (COVID-19) and the need to mitigate the spread within our organization. By allowing certain employees to work voluntarily from home, Cal OES can better protect the health of its entire workforce while continuing to perform essential functions. Accordingly, CalOES enacts this temporary, emergency telework protocol.

### ELIGIBILITY

Permanent, limited term, and probationary Cal OES employees are eligible for participation in the telework program, subject to approval by managers and supervisors. The following employees are not eligible to telework:

- Employees who are currently deployed;
- Employees who are activated, assigned to work in the State Operations Center (SOC), or are otherwise directly supporting SOC operations onsite;
- Employees who are working in support of any COVID-19 task force; and
- Employees who need to be in the office to perform an essential Cal OES function.

### RESPONSIBILITIES

#### Managers and Supervisors

- Are responsible to ensure that their working units have coverage during Cal OES's normal business hours, including the lunch periods.
- Before approving a request to telework, must consider the impact telework will have on the operational needs of Cal OES.
- Ensure employees requesting telework certify acceptance and compliance with the requirements of this policy.

- Take reasonable steps to monitor and review the work of teleworking employees.

### **Employees**

- Must be able to perform the essential functions of their positions remotely with or without a reasonable accommodation.
- Must acknowledge and agree to the requirements of this policy, to apply ergonomic safety practices, and to ensure their residence has a smoke alarm/detector, is uncluttered, and has ready access to a fire extinguisher.
- Adhere to the requirements of this policy and all applicable Cal OES policies while working.
- Follow their normal, established work schedules.
- While teleworking, must be immediately reachable and able to return to their assigned work locations at any time within work hours and for any work purpose consistent with their duty statements.
- In accordance with direction from a supervisor or manager, appropriately document completed work while teleworking.

### **Human Resources Branch**

- Assist Cal OES employees to understand and apply this policy.

### **EXPENSES INCURRED WHILE WORKING A TELEWORK SCHEDULE**

Expenses incurred as a result of working a telework schedule will not be reimbursed by the State including, but not limited to, the following: usage fees for privately owned computers, utility costs associated with the use of telephone, computer or occupation of the home, or travel to the office if required to come in on a telework day.

### **TERMINATION OF TELEWORK PARTICIPATION**

Telework under this protocol may be cancelled at any time or for any reason, including but not limited to changes in programmatic priorities or resource constraints, by either the employee, manager or supervisor, or by Cal OES.

### **TELEWORK ENVIRONMENT**

#### **Equipment, Software, Services, Maintenance, Repair, and Replacement**

Cal OES will not purchase computers, software, software licenses, Internet or phone services of office equipment such as printers, fax machines, calculators,

or furniture for in-home telework.

### **Work Environment Criteria**

The opportunity to participate in a home telework program is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained as follows:

- Designate an area that allows for working in an office setting. Ensure that the equipment necessary to perform the work is in the designated area;
- Make advance arrangements for dependent care to ensure a productive work environment;
- Keep personal disruptions such as non-business telephone calls and visitors to a minimum;
- Obtain pre-approval from the supervisor for use of vacation time or sick leave to attend family or home matters during office hours; and
- Ensure that the home office is a safe place to work.

### **Fire Protection**

- Employees are responsible for assuring home compliance with smoke detector requirements. In addition, a teleworking employee's designated work area must be equipped with a fire extinguisher that should be easily and readily accessible.

### **HEALTH AND SAFETY**

Failure to maintain a proper and safe work environment, in accordance with this policy, may be cause for terminating an employee from the telework program. If an employee incurs a work-related injury while teleworking, workers' compensation laws and rules apply just as they would if such an injury occurred at the office. Employees must notify their supervisor immediately and complete all necessary documents regarding any work-related injury.