



Chico Area Recreation and Park District “Helping People Play”

Telecommuting Policy

Teleworking, or telecommuting, is the concept of working from home or another remote location. Teleworking is an alternative method of meeting the needs of the Chico Area Recreation and Park District (the “District”). High-speed internet connections, smart phones, and innovative telecommunications equipment routinely facilitate off-site work. Allowing employees the option to perform their job in locations other than on District property can improve employee performance and productivity; facilitate optimum utilization of District offices; promote employee health and wellness; enhance the working life and opportunities of persons with disabilities; and effectively continue business as part of a disaster recovery or emergency plan.

The purpose of this policy is to: (1) develop a uniform policy for telecommuting; and (2) ensure that all telecommuting arrangements are in full compliance with applicable laws governing employee rights and responsibilities, and District policies. The District’s policies for telecommuting are as follows:

Eligibility

Only employees whose job duties can be performed away from the District office (or other remote work location) may be considered for participating in a telecommuting arrangement. In addition, other criteria shall be considered in determining whether to allow an employee to telecommute. Criteria may include, but not be limited to, whether the employee’s past work performance has shown reliable and responsible performance of work duties over time; 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/or operations of the District; and whether the employee can demonstrate full understanding of the requirements of this policy.

Telecommuting during a probationary or introductory period may not be granted due to the need to clarify job responsibilities with the employee and to assess the employee’s suitability for continued employment, as well as the employee’s need to establish relationships with co-workers.

Employee ability to participate in telecommuting is granted only at the discretion of the General Manager or Human Resources Manager. The District has the right to refuse to make telecommuting available to any employee and to terminate a teleworking arrangement at any time. The District 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. A request to telecommute may be initiated by either the employee or the employee’s supervisor or manager.

Compensation, Benefits, and Work Hours

The employee’s benefits, work status and work responsibilities will not change while the employee is telecommuting. The work schedule shall be consistent with the operational needs of the District. All applicable contracts, agreements and policies governing an employee’s position shall continue while the employee is telecommuting.

Exempt employees will be paid their usual salary. Non-exempt employees will be paid their usual hourly rate for all hours worked. Usual benefits and leave accruals remain in place for employees with telecommuting arrangements, consistent with the District's usual policies and procedures.

Non-exempt employees with telecommuting arrangements must perform work only during established work hours. Unauthorized overtime and working off the clock remain prohibited. If any non-exempt employee needs to work overtime, approval must be obtained in advance.

Tracking Hours Worked

Non-exempt employees with telecommuting arrangements must account for and report hours consistent with the District's usual practices. This can be done by clocking in directly to a Kronos biometric timeclock or utilizing the Kronos mobile application. If an employee is unable to access either of these, the employee must provide their supervisor with their hours worked each day and the supervisor will input the employee's time into Kronos.

Meal and Rest Breaks

Non-exempt employees with telecommuting arrangements are required to take meal and rest breaks while working remotely in full compliance with all applicable policies and/or collective bargaining agreements.

During mandated break periods, all non-exempt employees working remotely are required to log off all District provided remote work systems. During the unpaid meal period, all non-exempt employees must clock out from Kronos for a minimum of thirty (30) minutes, and then clock back in. This process will be done using a biometric clock at one of the District's physical locations or the mobile Kronos app or informing their supervisor.

Time Off

Employees with a telecommute arrangement who are unable to work their established work schedules are required to follow usual notification procedures. The usual procedures for requesting use of sick, vacation, and other leave remain in effect for the duration of the telecommute period.

General Expectations for Telecommuting

The duties, obligations, responsibilities, and conditions of employment remain unchanged for employees provided with telecommuting arrangements. While working remotely, employees are expected to:

- Remain available and accessible during the remote work schedule;
- Provide a current telephone number for purposes of District contact;
- Promptly respond to phone, text, email, and other communications from managers, supervisors, coworkers, and if needed, customers, during working hours;
- Perform assigned or designated work during established work hours;
- Regularly check in and communicate with managers and supervisors about ongoing projects, assignments, and open issues;
- Be available for video and telephone conferences, both scheduled and as needed;
- Be available during working hours to report to the workplace as directed if deemed necessary by the District;
- Remain accountable for all usual performance standards and expectations;
- Comply with all other District workplace policies, rules, and regulations.

Specific details regarding individual assignments and remote work schedules will be provided directly to employees by their supervisor and/or manager.

Performance Standards and Evaluation

An employee participating in a telecommuting arrangement is accountable under the same performance standards as employees working onsite. As in “regular” office assignments, supervisors and employees should discuss and understand what is expected to be produced during telecommuting hours and when assignments are due. Supervisors and employees should also arrange when and how to make contact with each other on telecommuting days. Employee performance must remain satisfactory or above to participate in a telecommuting arrangement.

Workspace/Equipment/Tools

The District may provide specific tools/equipment for the employee to perform his/her job duties. This may include computer hardware, computer software, cell phone, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the District for use at the remote work location is limited to authorized persons and for purposes relating to District business only. The District will provide for repairs to company equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

The employee shall maintain their workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

Any District materials taken to the remote work location should be kept in a designated, secure work area and not be made accessible to others.

All equipment issued by the District to employees with telecommuting arrangements remain the property of the District and must be returned in good working condition upon request by the District.

Cybersecurity and Data Protection

Employees working remotely are required to protect all District owned equipment, records, documents, and other materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Any incident of loss, damage, or unauthorized use or access must be reported to the District at the first reasonable opportunity. Employees with telecommute arrangements remain subject to the District’s Technology Use Policy.

Any personal electronic devices used by employees working remotely must have proper security protections, consistent with the District’s Technology Use Policy. If you are unsure as to whether your personal device meets the District’s security standards, you must have IT review your system for compliance.

All employees with telecommuting arrangements provided with remote access to the District’s Network must access that Network through a secure, password-protected Wi-Fi or a virtual private network.

Meetings at the Telework Site

Telecommuting employees are not permitted to conduct work-related in-person meetings at their remote location. In-person meetings must be conducted either on District property or through teleconferencing. Absent express written authorization from the General Manager or Human Resources Manager, no other District employee is permitted to conduct District business at the employee's remote work location.

Office Supplies

Office supplies will be provided by the District as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless prior approval is received by the General Manager or Human Resources Manager. Employees should not remove any item from District property to use offsite without the express permission from the General Manager or Human Resources Manager.

District Policies

Employees who telecommute are bound by all District policies as if they were working onsite or on District property. This includes policies governing appropriate conduct in the workplace and towards one's fellow employees, regardless of working location. Any employee who violates a District policy while telecommuting shall be subject to revocation of his or her telecommuting arrangement, in addition to any disciplinary measures that would be taken if the employee was working onsite.

Safety and Working Conditions

The District understands that it may be impossible to eliminate all distractions and noise during telephone and video conferences. However, employees working remotely are generally expected to have a reasonably quiet, private, and professional work area from which to perform their work and participate in telephone and video conferences.

Any work-related injuries must be reported to a supervisor or manager as soon as possible. The District is not liable for non-work-related injuries that occur in an employee's home or remote workspace that occur outside of established telecommute schedules or injuries incurred while performing activities other than work for the District.

Public Records Act

The California Public Records Act applies to telecommuting employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristic. Public records created or maintained on any personal device are subject to the Public Records Act. Employees using personal computers or other equipment or resources for the purposes of conducting District business must permit inspection and examination of any public record or public information in the employee's custody within required time limits.

Taxes

It is the responsibility of employees with telecommute arrangements to determine any income tax implications of maintaining a home office area. The District will not provide any tax guidance or assume any liability for employee tax costs, burdens, or liabilities associated with any telecommuting arrangement. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications related to working from home.