

Rogue Valley Council of Governments Special Conditions Teleworking Policy

As a temporary measure in response to the COVID-19 pandemic, certain RVCOG staff are being permitted to work from home as a temporary preventative measure. All telework arrangements must be approved by the employee's manager/supervisor and the Executive or Deputy Director prior to implementing the telework. This special permission will be lifted or altered by RVCOG as the situation develops and conditions warrant.

Work Plan

All teleworking arrangements must have an approved work plan. The plan must outline the duties and responsibilities, work tasks to be completed, and deadlines to be met during the teleworking arrangement. Employees must be able to perform work effectively and efficiently from outside of the normal office environment. Work plans may include additional tasks and/or duties that an employee does not normally perform; these additions are not grounds for a job reclassification.

Work schedule

A full-time teleworking schedule is not possible for all employees due to job duties, and for those employees who are approved to telework, a full-time schedule is not guaranteed. In addition, work duties may change over time depending on the needs of the organization and the availability of work and funding; this may affect available telework hours. A less than full-time telework schedule may be supplemented with available vacation leave and, as appropriate, sick leave to continue a full-time status.

Employees should attempt to adhere as closely as possible to their normal work schedule so that their manager, fellow employees, contacts from other organizations, and clients have a predictable time period in which they would likely be able to contact them. Should that not be possible, employees must coordinate with their manager for a temporary schedule change. Due to IT's ongoing need to perform after-hour reboots and backups, the acceptable teleworking window is from 6 am to 7 pm Monday through Friday. Weekend teleworking is only available with prior permission from your manager and IT.

Should employees experience distractions during the day that are not work-related, they must either take the appropriate sick or vacation leave or extend their workday (within the maximum range noted above) to compensate. Should an employee be aware of an ongoing need to alter their normal workday (for example, taking an hour for lunch instead of half an hour in order to prepare lunch for a child), they must receive prior manager approval. Should an employee approved for teleworking wish to reduce their hours due to professional or personal reasons, that work schedule alteration must be justified and approved before any work schedules are adjusted.

Non-exempt employees who are teleworking must maintain a BOLI-compliant schedule – a 15-minute paid break for every 4 hours worked and a minimum ½ hour unpaid lunch break if working 6 or more hours. Hours worked in excess of those scheduled per day and

per workweek require approval in advance. Hours worked in excess of 40 in a workweek must be recorded as overtime hours.

All teleworking employees must complete their EWS timesheet and submit a work log to their manager at the end of each day. For the log, please keep a detailed record of time worked down to the ¼ hour and include the program or project and a short description. If requested by your manager also keep a log of incoming and outgoing phone calls. Employees who do not observe this requirement may lose their teleworking privileges.

Home Office

Unfortunately, teleworking can only be approved for employees who have internet access available. RVCOG will provide computer and phone to staff as the agency is able. If you have access to a home computer you can use to access the internet, please check with IT to make sure you have a sufficient virus protection program installed. If possible, please use your RVCOG phone for all work calls to prevent business contacts and consumers from gaining your personal phone number.

Hard Copy Files and Supplies from the Office

If you need hard copy files, supplies, or administrative assistance, please exhaust all other options before making a trip to the office. Our COVID-19 telework efforts are to keep as physically distant as possible and your presence, even a minimal one, is counterproductive. Instead, please check with departmental or central admin staff to see if they can meet your need. If what you require cannot be provided electronically, it may be possible to arrange a pick-up that minimizes contact between staff.

Electronic Monitoring

Because we anticipate that the state and/or federal government may well, once the COVID-19 threat has passed, undertake spot audits of organizations like ours that permitted large scale teleworking, email and phone logs may be monitored on an ongoing basis to protect the organization. Please remember that there is no expectation of privacy when using RVCOG equipment or software, whether inside or outside of the office. Employees are urged to take the privilege of being authorized to telework seriously and be as accurate as possible in reporting hours. Working from home is often problematic, and even more so during this pandemic as events are unfolding rapidly and distractions abound. We anticipate and even expect employees to not be able to put in an eight-hour day every day, but at the same time we also expect employees to do their best at meeting expectations and faithfully recording their hours.

Policy Violations Subject to Disciplinary Measures

Violations of this or any other RVCOG policy while teleworking are subject to disciplinary measures, up to and including termination. Please direct any questions to your manager and/or the Human Resources Department.