

AGENDA

**INVESTMENT AND FINANCE COMMITTEE MEETING
LEUCADIA WASTEWATER DISTRICT**

Tuesday, May 5, 2020 – 9:30 a.m.

Via Teleconference

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding meetings by teleconference. The general public may not attend this meeting at the District's office due to social distancing requirements.

Members of the public attending via teleconference will be provided with an opportunity to comment on each agenda item prior to Committee discussion.

**To join this meeting via Teleconference please dial: 1-669-900-6833
Meeting ID: 225 981 6872**

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1. **Call to Order**
 2. **Roll Call**
 3. **Public Comment**
 4. **New Business**
 - A. Adopt Resolution No. 2329 - Leucadia Wastewater District's Telecommuting Policy. (Pages 2-15)
 5. **Information Items**

None.
 6. **Directors' Comments**
 7. **General Manager's Comments**
 8. **Adjournment**

MEMORANDUM

DATE: April 30, 2020
TO: Investment and Finance Committee
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2329 Adopting LWD's Telecommuting Policy

RECOMMENDATION:

Staff requests that the Investment and Finance Committee (IFC) recommend that the Board of Directors:

1. Adopt Resolution No. 2329 - LWD's Telecommuting Policy.
2. Discuss and take other action as appropriate.

BACKGROUND:

In response to the global Coronavirus (COVID-19) pandemic and to protect the health of LWD's employees and members of the public, LWD implemented a temporary telecommuting work schedule beginning on March 18, 2020. The temporary telecommuting work schedule consists of half of the employees working in the office/field one day, the other half working the office/field the next day. While half the staff is in the office/field, the other half is working remotely at home.

Prior to implementing this new schedule, LWD Management established the expectations for employees while working from home.

DISCUSSION:

In order to fortify and formally establish LWD's current work arrangement, staff is recommending that the Board approve the attached Telecommuting Policy, which provides guidelines and procedures to employees when working remotely from home.

Key components of the policy are as follows:

- Defines the purpose and establishes authority lines
- Explains potential need to telework due to an emergency, pandemic, or other instances, as appropriate.
- Defines procedures for equipment needs and reimbursements for reasonable business-related expenses
- Defines procedures for safeguarding District documents (electronic/paper)
- Defines procedures for the return of equipment, documents, etc.
- Establishes that employees' salary and benefits will remain unchanged

While this policy was prompted by this unprecedented event, telecommuting can also be an effective tool to continue productivity in other types of emergencies or if an employee is unable to commute due to an injury or illness but can still work remotely. Therefore, staff recommends approval of the Telecommuting Policy.

The attached proposed Resolution No. 2329 (Attachment 1) includes the Telecommuting Policy for the IFC's review. Staff will provide an overview at the upcoming meeting.

Attachment

th:PJB

RESOLUTION NO. 2329

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE TELECOMMUTING POLICY**

Whereas, on March 4, 2020, Gavin Newsom, the Governor of the State of California proclaimed a State of Emergency for California as a result of the global Coronavirus (COVID-19) threat; and,

Whereas, for the preservation of the health and safety of employee's and members of the public, LWD established a telecommuting alternate work schedule that was prompted by the COVID-19 threat; and,

Whereas, the Board of Directors recognizes that telecommuting is an effective tool to continue District operations during the COVID-19 pandemic, as well as, unforeseen emergencies, disasters, other pandemics, or if an employee is unable to commute due to an injury or illness; and,

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the Telecommuting Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 13th day of May 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager

Exhibit A

Telecommuting Policy

Telecommuting Policy

I. Purpose

The Leucadia Wastewater District (District) is committed to maintaining a safe and healthy workplace that is free from recognized hazards. The purpose of this policy is to allow employees to telecommute in exceptional circumstances including emergencies, pandemics and other instances, as appropriate. The policy shall be implemented at the discretion of the General Manager and provides and defines acceptable standards of telecommute arrangements. The District may allow or require employees to temporarily work from home to ensure business continuity. The District will implement this Policy in keeping with the mission of the District.

II. Policy

Telecommuting is an arrangement that allows eligible employees to work in designated areas outside of the office. The arrangement shall be established prior to the start of telecommuting work. This is short-term discretionary program that will be utilized in appropriate situations. Approval of a telecommuting arrangement is at the General Manager's discretion and is not an employee right. The arrangement may be modified or terminated at any time based on the District's operational needs.

All existing duties, obligations, responsibilities and condition of employment remain unchanged. Telecommuting employees are expected to abide by all District policies and procedures, rules and regulations, and all other official District documents.

III. Procedures

- A. Employees are not authorized to telecommute without prior approval. Employees will be provided with the specified period of time for telecommute arrangement and the District may require employees to return to regular, in-office work at any time at the discretion of the General Manager or her/his designee.
- B. The appropriate Manager or Supervisor shall determine the job responsibilities of the telecommuting arrangement. The District will coordinate with the employee(s) to determine the appropriate workspace considerations and scheduling issues.
- C. The Manager or Supervisor will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the District is to be used for business purposes only. Consistent with the District's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure that all official District documents are retained and maintained according to the normal operating procedures.
- D. As a minimum, employees must have a working telephone number and an internet connection sufficient to connect to the District's system. If District equipment is unavailable, employees must also have a suitable computer (including keyboard and monitor) to connect to the District's system. The District's IT consultant will be made available to answer questions and to provide support to employees in advance and during telecommute situations.
- E. To the extent feasible, all work should be completed on the District's remote server and documents should not be stored on personal computers or other personal devices. If employees are using a personal cell phone or email, the employee should be aware that

messages and text related to District business are subject to the California Public Records Act (PRA). All personal messages and texts on personal equipment are not subject to the PRA.

- F. The employee will establish an appropriate work environment within his/her home for work purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, internet connection, Wi-Fi, telephone, or repairs/modifications to the home office space. The District may reimburse the employee(s) for reasonable business-related expenses incurred in carrying out the job (i.e. ink cartridges, paper, etc.)
- G. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policies, especially as it pertains to the PRA. Employees must safeguard all sensitive and confidential information (both paper and in electronic form) relating to District work they access from the home. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information.
- H. Employee must return all equipment, records, documents, and correspondence to the District at the conclusion of the telecommute assignment.
- I. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, or take other time off from work must be pre-approved by the employee's manager or supervisor.
- J. Employees' salary and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. The employee agrees to hold the District harmless for injury to third parties at the alternate worksite.
- K. All of employees' existing supervisory relationships, lines of authority and supervisory practices remain in effect. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.
- L. Employees are to be physically present at the alternate worksite and to follow the District normal hours of work as stated in the District's Human Resources Policy Manual.

IV. Employee Acknowledgement

I acknowledge that I have read, understand and will abide by the terms set forth in this policy. Employees who violate the District's Policy may be subject to discipline up to and including termination.

Employee's Name

Signature

Date

Submit the to the Administrative Services Supervisor.



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Resolution No. 2329 – Adopting LWD’s Telecommuting Policy

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IFC Meeting - May 5, 2020



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Background

- ▶ State of Emergency - Global COVID-19 Pandemic
- ▶ Est. Temporary Telecommuting Work Schedule
- ▶ Protection of LWD's employees and the public



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Policy Key components

▶ Purpose:

- ▶ Allow employees to telecommute in exceptional circumstances



Policy Key components

- Defines telecommuting
- Short-term discretionary program
- General Manager has authority to approve telecommuting arrangement

Policy Key components

▶ Procedures:

- ▶ Employee(s) requires approval to telecommute
- ▶ Job responsibilities, workspace, timeline will be established
- ▶ Equipment needs and reimbursement for reasonable business related expenses

Policy Key components

▶ Procedures:

- ▶ Safeguarding District documents
- ▶ Return equipment at conclusion of assignment
- ▶ Employees' salary and benefits will remain unchanged

Conclusion

- COVID-19 prompted need for policy
- Effective tool to continue District operations
- Staff recommends approval of the Telecommuting Policy



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Questions?

