

Emergency Telecommuting Policy – 6/19/2020

1. Purpose

The purpose of this policy is to establish guidelines and requirements for staff to telecommute in the event an emergency, such as a natural or man-made disaster, or a pandemic requires some staff to electronically connect to the Township to perform their duties remotely. Telecommuting is a work arrangement, in which employees do not commute or travel to work, instead, makes use of technology to connect remotely with the office and client.

2. Eligibility

An employee's supervisor will be responsible for determining an employee's eligibility to telecommute, taking into consideration the nature of the work, availability of equipment, supplies and safe workspace, and the and the security of Township data and equipment.

3. Policy

In response to the COVID-19 pandemic in 2020, Oak Park Township adjusted policy to comply with state regulations to promote the health and safety of employees and the community, Telecommuting is a business arrangement that allows employees to work from a remote location by electronically linking to Oak Park Township.

Due to the uncertainty of the length and severity of any pandemic, all temporary telecommuting arrangements will be evaluated on an ongoing basis and are subject to modified termination at any time. Employees approved for telecommuting during pandemics should have no expectation of ongoing telecommuting beyond the pandemic.

4. Job Performance

To the extent possible, an employee's job duties and responsibilities will not change due to temporary telecommuting. Employees must maintain the same level of professionalism before switching to telecommuting. All efforts should be made to maintain the same amount of time an employee is expected to work, and productivity expectations will not change due to telecommuting. All efforts must be made to meet the standards set by one's supervisor and Oak Park Township. If one is unable to fulfill one's job duties due to uncontrollable circumstances (e.g. lack of childcare, illness, etc.) caused by the pandemic, the employee must inform their direct supervisor.

It is expected that the employee and supervisor will work together to keep each other apprised of events or information obtained during the working day. Employees must communicate with their supervisor to identify in advance, and on an ongoing basis, any job duties or responsibilities that cannot be effectively

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performed during temporary telecommute. Likewise, employees must promptly notify their supervisor if personal circumstances, such as illness or dependent care responsibilities, interfere with the employee's ability to fully perform their agreed upon job duties. Modifications will be considered as needed and implemented when possible to the extent deemed appropriate by Oak Park Township.

5. Time Worked

Temporary telecommuting employees should be available during regular business hours via email and phone for communication with relevant constituencies. Temporary telecommuting schedules may include flexible work hours outside of regular business hours, or reduced work hours, to accommodate the challenges brought about by the pandemic, Schedule must be approved by the employee's direct supervisor.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked in Paylocity. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

6. Telecommuting Equipment and Supplies

On a case-by-case basis, and subject to change at any time, Oak Park Township will determine what equipment to provide to the employee to facilitate the telecommuting arrangement. This may include computer hardware, computer software, phone lines, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. Any equipment that Oak Park Township provides to an employee, as part of a telecommuting arrangement, shall remain the property of and be maintained by Oak Park Township. This equipment must be used for business purposes only. Office supplies may be provided by the company as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's supervisor. Unless otherwise agreed to in advance in writing, Oak Park Township will not be responsible for any other costs the employee may incur while telecommuting.

7. Telecommuting Work Sites

The telecommuter should designate a workspace, from a private residence, for installation of any equipment to be used while telecommuting. The private residence must have reliable internet and phone coverage. This workspace should be maintained in a safe condition, free from hazards to people and

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equipment. Any company materials taken home should be kept in the designated work area at home and not be made accessible to others.

8. Security

Employees approved for temporary telecommuting are responsible for the security of information, documents, and records in their possession or used during telecommuting. Employees approved for temporary telecommuting must apply appropriate safeguards to protect Oak Park Township's confidential information from unauthorized disclosure or damage and must comply with all privacy and security protocols and requirements implemented by Oak Park Township. At all times, consumer information, and other private, confidential or proprietary data should not be saved to personally owned computers, hard drives, cloud storage or USB drives, or other personally-owned storage media. All Oak Park Township employees are required to follow informational security requirements, and store such data using VPN access. Failure to follow these rules and appropriately protect Oak Park Township information may result in discipline up to and including termination of employment.

When applicable, the employee must make all efforts to maintain HIPAA compliance and confidentiality while telecommuting. To maintain HIPAA compliance and confidentiality, the telecommuter cannot work out of public areas such as coffee shops or libraries.

9. All Other Policies Apply

Oak Park Township's telecommuting employees must continue to abide by all other policies and procedures including those regarding computer use, social media, and confidentiality.

10. Presence at Work

During pandemics that include "stay-at-home" orders, employees must get permission from their supervisor before coming into any Township building.

11. Requests for Leave

Unless a flexible schedule is agreed to, employees should not permit non-work-related events and activities to disrupt or interfere with scheduled work time. Requests to use sick time, vacation, or other leave must be approved in the same manner as in the Oak Park Township Personnel Policy.

12. Nonexempt Employees

Nonexempt teleworking employees are covered by the overtime requirements of the Fair Labor Standards Act and therefore must comply with all recordkeeping requirements. Nonexempt teleworking employees must

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accurately record and timely report all working time as a condition of continued participation in the teleworking program. A supervisor must approve, in advance, any hours worked in excess of those specified per day and per week, in accordance with local, state and federal requirements. Oak Park Township may revoke the temporary teleworking privileges of any employee failing to comply with this requirement.

13. Duration of the Temporary Teleworking Arrangement

Oak Park Township may discontinue any teleworking arrangement at any time, although reasonable advance notice will be provided where practicable.

This Policy is not intended to alter the employment at-will relationship in any way. Accordingly, unless an employee has a valid written and signed contract of employment stating otherwise, employment is at-will and can be terminated by the employee or by Oak Park Township at any time.

COVID-19 EDITION: The Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19

Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Qualifying Reasons for Leave:

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Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.