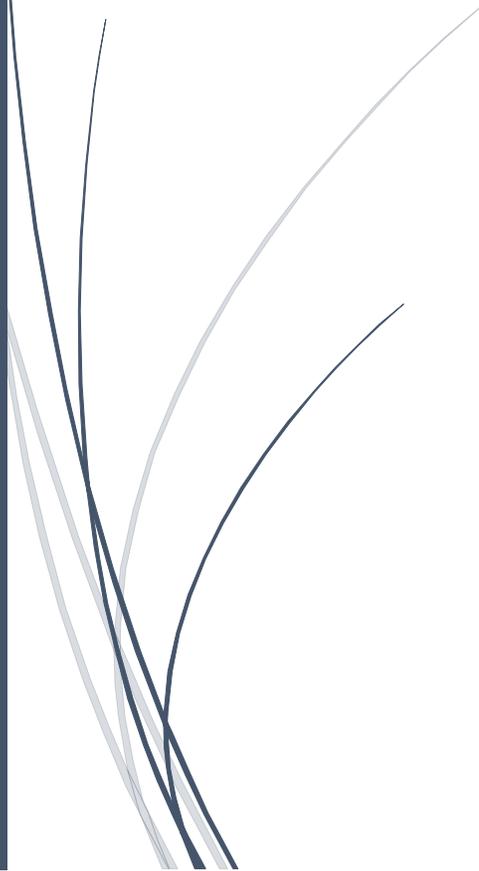




6/15/2021

Our Next Normal

Yolo County's Guide to Returning to
the Workplace



Produced by Human Resources
YOLO COUNTY

Our “Next Normal”

Team Yolo,

We have been through a lot the past 15 months. This global pandemic has disrupted all aspects of our lives – from work to play, our families and communities, and our own health and well-being. As County employees, you have continued to provide support and services to the community even as many of you have worked remotely for much of this pandemic period.

Fortunately, we now see some light at the end of this tunnel. We have three new and extremely effective vaccines in circulation. Most older adults in Yolo County have been vaccinated, and vaccine eligibility has expanded to children 12 years of age and older. Consequently, the rates of infection have declined precipitously throughout the county. This past week, we had just 4 known new cases of COVID-19 and 0 new hospitalizations resulting from COVID-19.

All of this is trending in the right direction. With the state officially re-opening on June 15th, vaccines readily available to all eligible, and infection rates at an all-time low, we in Yolo County will formally initiate our return-to-office effective July 19, 2021.

For the sake of consistency and continuity, we as a county have established broad return-to-office guidelines that apply to all of us. This document provides the county roadmap for return-to-office. Each department, however, will implement return-to-office in a way that best works for their respective operations.

In fact, many of you have already resumed work in your County offices; some of you never left as your job functions are tied to your work locations.

However, for many of us, a return to in-person work will take some adjustment. Change is never easy, even if it means a return to normalcy. We know that, during this transition, there will be hiccups along the way, and we will have to work through them.

But we need a return to normalcy. Resuming in-person work will help us reconnect with our colleagues and the public we serve. Because no Zoom meeting, however convenient, can replace the warmth and collegiality we feel when we are in the same room with each other.

Please know that, to promote health and safety, we have taken measures to improve air filtration, provide hand sanitizer stations, and follow all new Cal OSHA guidelines. We also offer our Employee Assistance Program (EAP) for those of you who would like to talk to a mental health professional (<https://members.mhn.com>).

Thank you for your patience and your cooperation as we transition back to in-person work.

Sincerely,



Daniel C. Kim, interim County Administrator



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Return to Office

Priorities

Telecommuting arrangements should meet the business needs of the department. Departments should consider approving telecommuting agreements where possible to ensure mutual benefits between the County and employee. When done properly, telecommuting can improve productivity, reduce commuting time, and vehicle miles traveled thereby having environmental benefits as well as work-life balance benefits for employees. Telecommuting agreements are not suitable for all employees or all circumstances.

**Elected and
Dept Head
Authority**

Each department head will set a return to office date based on their department needs. Employees must either return to the office or execute a revised telecommuting agreement under the new policy framework to continue a teleworking arrangement.

Timeline

After release of the policy and expected to start July 19, departments will establish their return to office dates. Some departments will have already made earlier arrangements to return employees based on their business needs. All departments will have transitioned to employees under telework arrangements no later than August 28.

**What about
childcare and
other at-home
responsibilities?**

Department heads should provide 30 days' notice for ending or adjusting telecommuting agreements unless circumstances (emergency, coverage, etc.) require a shorter notification. During the initial transition period back to the office through August 28, Departments should continue to work with employees that have child-care responsibilities (due to school or summer program closures) on a case-by-case basis to ensure the transition is successful and give employees adequate time to make proper arrangements.



Work Locations

Standard Work Location (SWL)

The standard work location for all employees is their designated Yolo County location (facility, building, office, or workspace) according to the Human Resource Information System record. Every Yolo County employee has a designated SWL. "Assignment" to a SWL shall mean that this is the onsite, physical location where the employee maintains a workspace according to their established schedule.

Alternative Work Location (AWL)

An alternative work location is any approved location where an employee maintains a workspace to work their regularly scheduled hours that does not conform to the standard work location. Subject to approval, typical AWLs include onsite County locations (facility, building, office, or workspace) and home office workspaces. Out of State and public environments such as coffee shops are not suitable AWLs. Temporary or intermittent AWLs are subject to department and supervisor approval on a case-by-case basis. Types of AWL assignments that employees may work include:

- **Fixed AWL** – A fixed AWL assignment consists of the employee working all their regularly scheduled hours at an established AWL, except when requested to work onsite due to reasons determined necessary by the department, supervisor, or manager.
 - **Flexible AWL** – A flexible AWL assignment consists of the employee working some regularly scheduled hours at an AWL and some regularly scheduled hours onsite at their SWL.
 - **Split-Day AWL** – A split-day AWL assignment consists of the employee working part of the daily scheduled hours at an AWL and part of the daily scheduled hours onsite at their SWL, for one or more days per pay period.
-

Hotel Workspace

A hotel workspace is a designated, appropriately equipped, generic workspace that is available, often by reservation, for temporary use by employees who are otherwise not at their primary work location, as applicable. The availability and nature of hotel workspaces may vary by department.



Telecommuting Telecommuting (also known as telework, remote work, working from home, etc.) is defined for the purposes of this policy as an employee working at an established AWL assignment. Telecommuting typically includes the use of County and/or department resources and equipment to digitally perform all or some of their job functions.

Out of State Locations Out of state locations are not suitable AWLs. Temporary or intermittent locations are subject to department and supervisor approval on a case-by-case basis.

Public Environments Public environments such as coffee shops are not suitable AWLs. Temporary or intermittent locations are subject to department and supervisor approval on a case-by-case basis.

Primary and Secondary Work Locations The primary work location is where an employee is assigned to work the majority of their scheduled time. The secondary work location is another approved work location. If the employee's time is evenly split between both work locations, the supervisor, in consultation with the employee, will designate one location as their primary work location.

Travel during work hours Subject to applicable County and department policies and procedures, and the County Personnel Rules and Regulations, employees who are required by the supervisor to travel to a work location that is different than their SWL or AWL, and are not able to utilize County vehicles, are eligible for mileage reimbursement. This is not inclusive of an employee's travel to or from their SWL or AWL.



Facilities Guidelines

Working with Facilities

Over the last several months, our Facilities maintenance coworkers have been quick to respond to any emergent issues regarding the safety of our facilities. We will continue to have them partner with all departments to ensure our work environments are as safe as possible. We encourage everyone to do your part in keeping your workspace safe. Sanitizing supplies are available for use.

Safety Practices

Our Risk Manager will be issuing further guidance on this topic.

Masking

We realize masking for a prolonged period can be difficult and the need to continue doing so will depend on the guidance from our Health Official. As of this writing, masking and social distancing continue to be necessary for all in the workplace. We have received inquiries regarding specific health conditions that may prevent you from wearing a face covering; if that is your case, please speak to your supervisor who will contact HR to follow ADA guidelines.

Conference Rooms

Conference rooms will be available for use through the same process we had in place prior to March 2020. Most require a reservation. Whether or not meeting attendees need to be masked will depend on the Health Official's guidance at the time. Please refer to our COVID-19 Employee Toolkit on Inside Yolo for the latest information on this topic.

**Meetings/
Gatherings**

Work related meetings in person are allowed and masking requirements, as discussed above will depend on the guidance at the time of your meeting. Virtual meetings have become increasingly popular and are an option going forward. Particularly where scheduling of conference rooms is difficult, meeting organizers may consider virtual meetings.

Social gatherings have been almost nonexistent at work since March of 2020. Using outdoor spaces to hold social gatherings such as potlucks, employee birthday celebrations, etc., should be priority. If that is not possible, caution should be exercised when gathering indoors without everyone being fully vaccinated.



Respect Others' Decisions Remember that getting vaccinated is an individual's choice. Discrimination or harassment of those who chose not to be vaccinated is not allowed per our policies and could subject anyone to discipline, up to and including termination.

Flexibility Is Key As with all new processes, policies, practices, we will be charting new territory together, we all need to be patient, make sure we are clear on the guidance given by asking questions and staying connected. Your Human Resources staff is available to provide further guidance on any of these topics.



Equipment and Supplies

Standard Equipment Package Technology equipment packages are at the discretion of the department head. All technology equipment packages are subject to county procurement practices and standards.

How to deliver/return equipment Departments will determine methods of acquisition and delivery of Alternate Work Location workspace furniture, equipment, supplies, or other position specific needs. Employees will be responsible for setup of equipment and ensuring an ergonomically correct workspace.

Upon separation from county employment or termination of an Alternate Work Location assignment, the employee is responsible for returning any workspace furniture, equipment, supplies, or other items per the established guidelines of the department.

Maintaining Equipment Inventory Departments will be responsible for maintaining equipment inventory records. Equipment designated or procured for Standard Work Locations and/or Alternate Work Locations shall be documented and kept up to date and the Chief Technology Officer may request an inventory count or verification to be performed on a periodic basis.

Reimbursements Subject to department head authorization, approval and funding availability, departments have the discretion to determine if one-time reimbursements will be provided to employees towards the purchase of Alternate Work Location workspace furniture, equipment, supplies, or other position specific needs.

Technology purchases subject to reimbursement for the actual costs, must follow standard county procurement practices and standards to ensure interoperability with existing Information Technology systems, and reimbursements must be evidenced with receipts or other appropriate supporting documentation.

Any technology interoperability questions should be directed towards the Innovation and Technology Services helpdesk (530-406-5000) for guidance.



Teleworking Policy and Guidelines

Telework Policy The telework policy is attached.



Guidance for Managers in a Hybrid Environment

Overview

It goes without saying that the last year has created unique challenges for Managers and Supervisors, and it's safe to say that as we embark upon this "Next Normal" we will have even more unique opportunities to thoughtfully and effectively manage our employees in a way that will foster trust and connection in addition to their professional development. The following is some guidance for how to supervise, evaluate, and support employees through this next phase of change.

Evaluating Remote Employee Performance

A portion of the workforce will continue to work remotely in some capacity in this next phase of reopening. Not being able to see employees every day requires us, as leaders, to set strong performance goals and expectations for work outcomes vs. measuring how long someone is "on the job". This may be a new or different way of engaging with your team, but once perfected, it will help you to be highly effective.

Building Trust

Ask. Listen. THEN Do. Or in some cases, *listening* is enough.

- Recognize that everyone has varying capacities to "perform."
- Challenge your assumptions and judgements. This vulnerable mindfulness practice is challenging, yet critical to support others to the best of your ability.
- Re-learn how those you supervise get the most out of appreciation. Demonstrate gratitude by asking your employees what they need to feel appreciated and doing your best to give that to them.
- Take care of yourself so that you can take care of your team. Demonstrate and show empathy for yourself and others while allowing for different reactions and self-care needs.
- TRUST the employee and/or your team! Offer grace and allow yourself and others to have good moments as well as not so good moments. Be authentic and honest, acknowledge the downsides as well as the positives.



In *The Speed of Trust*, Stephen M.R. Covey explains “High-Trust” behaviors like this:

BEHAVIOR	DEFINITION
Talk Straight	Tell the truth and demonstrate integrity
Demonstrate Respect	Show that you genuinely care; show kindness in little things
Create Transparency	Be genuine, open, and authentic; don’t hide information.
Right Wrongs	Apologize and make restitution; do the right thing.
Show Loyalty	Give credit to others and be loyal to the absent.

Supervising Employees

Step 1: Communication

Communication is key to the effective management of employees regardless of their work location. This includes sharing information, answering questions, admitting what you don’t know, and being transparent. This can be uncomfortable and can be overlooked when you are being pulled in several different directions. However, when there is a lack of information, false information can potentially fill the void. Get ready to communicate by building agreed upon structures for sharing information. An example of multiple communication channels are as follows:

- Email
- Telephone
- Instant Messaging
- Video Conference (i.e. Microsoft Teams, Zoom)
- In person
- Shared Online Database

Step 2: Establish Clear Expectations

Your next, and most important, step is to establish clear expectations that will allow employees to be successful regardless of if they are working remotely, in the office, or a hybrid version of both. Connect with your direct reports to understand their expectations for work and create agreements for how they will work remotely (if applicable). Work with the employee to establish norms to guide you both during daily operations and high-stakes moments. You should also work with employees to create and agree to individual guidelines around key work outputs, ensuring clarity on how they fit into the bigger picture.



McKinsey & Company offers some helpful tips to remember when establishing work goals/outputs with employees:

Connect: Involve employees in establishing goals/objectives from start to finish.

Clarify: Link the employee goals/objectives to the big picture so that they can understand the direct impact of their work on the department/organization.

Be Consistent: The process in establishing goals/outputs should be consistent, but the goals themselves should be adjustable and adapted as needed to meet the business needs.

Step 3: Evaluating Employees

The standard employee evaluation process will remain the same regardless of if an employee works remotely or in a county facility. However, how you approach coaching the employee who is located in a remote workplace may be different. Consider the following tips:

- Set new norms, such as creating goal-based outcomes vs. hours-based work
- Develop a remote communications strategy
- Reach out to the employee more often just to check-in
- Avoid check-ins that feel like micromanagement
- Celebrate progress both big and small

Performance Conversations

Sometimes employees experience challenges in performing their best and meeting objectives. Claire Laughlin Consulting offers the following coaching conversation questions that you may consider when reflecting on how to approach the employee:

1. Start with Intention

- What is your intention? How do you want to “show up”?
- What outcome do you want from the interaction?
- Assess your “wants.” What is realistic? What can you reasonably influence?
- Are you ready to have this conversation?
- Are you able to be a good listener and leader?

2. Connect with Concerns

- What is the current situation?
- What are your concerns? Challenges?
- How do you see the situation?
- What do you want to ask about the current situation?
- What needs to be said (with kindness)?



3. Make the Bridge to Vision

- What is your vision, hope or goal for the situation and/or relationship?
- What is the vision, hope or goal for your employee?
- How will you talk about the vision, hope or goal?
- What do you want or need to express?
- What can you ask of the employee about the vision, hope or goal?

4. Conclude with Actions

- What should we do to address our concerns?
 - What should we do to achieve our vision?
 - What actions do you NOT want to take?
 - When shall we check in?
 - How will we know the plan is working?
-

Culture

A healthy workplace culture is especially critical in this time of change. Managers and Supervisors play an important role in supporting the employees and/or teams that they oversee. This support can be demonstrated in a variety of ways: checking in regularly (particularly at transition points), being inclusive, consistently communicating, investing in training for staff, normalizing the need for mental health self-care and modeling those same behaviors, and being flexible to employee needs as much as it is feasible to do so. Your efforts to cultivate this kind of workplace culture will be a fantastic opportunity to lean in to leadership in profound ways.

Supporting Individual Needs

As a leader within the organization, it is important to be aware that you may have staff who are dealing with a variety of challenges related to returning to the office and/or working remotely. When concerns are shared with you, recognize and respond to the individual's unique circumstances/needs with compassion as well as with an eye toward the potential impact on the department as a result of provisions made to individuals.



**Diversity, Equity
and Inclusion**

Yolo County acknowledges, respects, and incorporates diversity, equity and inclusion in our operational plan. We are committed to creating and sustaining an inclusive and equitable work environment which supports and values our diverse community. By embracing and leveraging the diversity of our employees, Yolo County is better equipped to adapt to changes in the external environment.

Look for the *Inside Yolo Inclusion and Diversity* page in the very near future. Check this page to see the current initiatives, resources and information, and to get involved!



Guidance for Employees in a Hybrid Environment

Overview

We are so excited to embark on this next phase of reopening with you! Although we know this time will be full of change, we are confident that our organization will continue with the same strength and resilience as we have through-out the pandemic. The following guidance is offered to support you with information and resources for your well-being moving forward.

FAQs for the Next Normal

- Q. Will I be able to continue telecommute after the County officially opens again?**
- A. That will be determined by your department head. Meet with your manager/supervisor to learn the direction for your work unit.
- Q. If I am approved to telecommute on an on-going basis, what can I expect?**
- A. You can expect to be asked to review the Telecommuting Policy and Procedure and sign a Telecommuting Request Form and Agreement. You can expect to be asked for pictures of your in-home office to ensure it is ergonomically sound and that safety was observed when setting it up. You can expect to have performance metrics defined and to be asked to set up a way to track your work product. Additionally, you will be expected to ensure that any personal responsibilities do not affect your normal work duties or professionalism. You will be expected to promptly communicate any changes to the established teleworking arrangement to your supervisor.
- Q. Will I be reimbursed for teleworking?**
- A. Teleworking, if approved, is on a voluntary basis and with the exception of some minor equipment purchases (at departmental discretion), no reimbursements are being offered at this time. Basic office equipment may be allowed to be moved to an alternative work location. This needs to be discussed with the employee's supervisor and should be memorialized in the Teleworking Agreement.
- Q. One of the expectations is that I have an ergonomically sound and safe workspace at home. Is there assistance available with this?**
- A. Yes, upon request, the Risk and Safety manager of Yolo County will review the information/pictures you submit with your Teleworking Agreement and will provide guidance accordingly.



Q. Will Yolo County offer hybrid teleworking arrangements that include in-office work?

- A. Yes, this is one of the models that will be available. Remember, it is at the sole discretion of the Department Head what teleworking arrangements, if any, will be offered to the employees in the various departments.

Q. How will face coverings be handled in a cubicle environment?

- A. We rely on the Health Official's guidance regarding face coverings. Information on this topic will be shared as the County's Health Official updates her guidance. Whenever a face covering is required, it needs to be properly worn, meaning, it needs to cover your nose and mouth. Face shields can be worn in addition to the face covering, but they are not a substitute for cloth coverings.

Q. What if I experience COVID-19 symptoms while at work?

- A. You must report that to your supervisor immediately; you will be directed to go home and stay home until symptoms have cleared. The County's direction on reporting to work sick has not changed: if you are sick, stay home. After the 80 hours of Emergency Paid Sick Leave ends on September 30, 2021, employees will need to use their sick leave bank when staying home.

Q. What else can I expect as we return to working in the various offices?

- A. This is all new to everyone, including management and the need for continued flexibility will remain. It is very important you remain in constant communication with your department's management.

**Workplace
Wellness**

Now more than ever our definition of wellness, *the active process of becoming aware of and making choices toward a healthy, fulfilling life*, is important to keep top of mind. Occupational, physical, emotional, intellectual, environmental, spiritual, social, and financial well-being are all important considerations when developing staff programs and opportunities. Look to the [Inside Yolo COVID-19 Employee Toolkit](#) and the [YES Team Workplace Wellness pages for a variety of](#) employee resources, information, and activities promoting a holistic approach in creating a culture of wellness.



**Performance
and
Productivity**

The following are some tools that may be helpful to you as you consider how to maximize your time and nurture your professional development:

Personal Analytics: MyAnalytics is an automatic email from Microsoft that all 365 users receive. It goes only to the user and is a good information source for monitoring your engagement with the network including collaborations and your patterns of focus and wellbeing as well as offering productivity insights. Login: <https://myanalytics-gcc.microsoft.com>



[MyAnalytics](#)

Discover your habits. Work smarter.

Individual and Team Development - The Job Pie Tool: Getting and keeping a clear picture of how we use our time at work is incredibly valuable. The Job Pie Tool is an effective way of organizing responsibilities, calculating time spent on the job, and establishing a baseline to support goal setting and alignment. [Click here to explore this tool.](#)

Strengths in Yolo: Visit the Inside Yolo [Strengths in Yolo](#) page for information and resources.

Professional Development Training: Reach out to hr.training@yolocounty.org for more information or to register for upcoming offerings.

**Diversity, Equity
and Inclusion**

Yolo County acknowledges, respects, and incorporates diversity, equity and inclusion in our operational plan. We are committed to creating and sustaining an inclusive and equitable workplace which supports and values our diverse community. By embracing and leveraging the diversity of our employees, Yolo County is better equipped to adapt to changes in the external environment.

Visit our [Inside Yolo Inclusion and Diversity](#) page and to see the current initiatives, resources and information, and to get involved!



**Additional
Resources**

- Prioritizing: <https://www.process.st/prioritization-matrix/>
 - Time Management, Goal Setting, Prioritization: <https://www.mindtools.com>
 - Managing Tasks: <http://www.rememberthemilk.com/>
 - List Managers, Add-Ons, Capture Tools, etc.: <http://gettingthingsdone.com/common-tools-software/>
 - Books:
 - Getting Things Done by David Allen
 - Making Habits, Breaking Habits: Why We Do Things, Why We Don't, and How to Make Any Change Stick by Jeremy Dean
 - The Power of Habit by Charles Duhigg
-



Reminders about Change

Overview

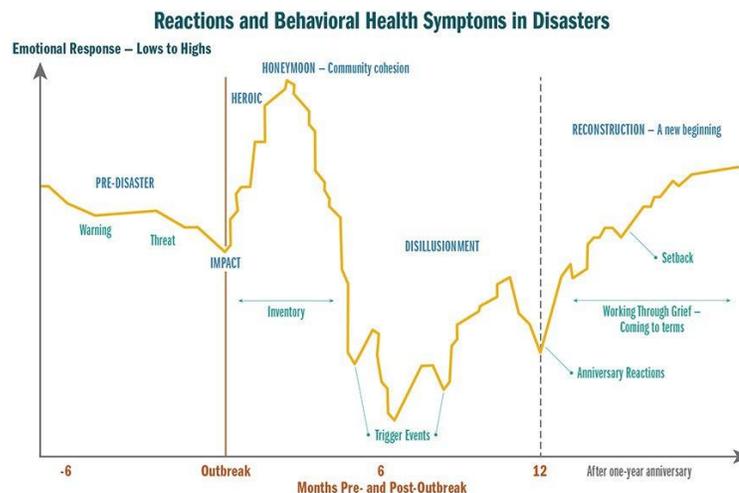
“Change is inevitable. Except from a vending machine.” (Anonymous)

Change can generate stress, confusion, fear, and be a drain on energy and productivity. Change can also bring about positive differences, open up new opportunities, and cast situations in a better light. The pandemic has created a state of almost constant change, and it has impacted almost every aspect of our lives. Feeling fatigue, higher levels of stress and a loss of motivation are normal reactions to the past 15 months.

Going forward, we hope the rate of change will slow and that there will be less ambiguity in how we work together. But it could be awhile before we feel more stability in our work environments. Below are some reminders about change that may be helpful.

Behavioral Health in Disasters

Disasters produce a common set of behavioral health symptoms in many people. This chart shows the progression many people experience. As we move forward, know that it may still be awhile before you feel you are back to your “baseline” levels of behavioral health (where you were pre-COVID). Give yourself and others time to recover and work through the grief that the pandemic has created.



Dr. Amy Stoeber, an expert on trauma and resilience, says that burnout is often the culmination of unprocessed emotions. As Yolo County shifts to more normalcy in the workplace, give yourself and others time to process the emotions you are and have experienced. Doing so will likely lead to higher levels of productivity and motivation at work and help you move through the next set of changes.



Grief and Loss

Change in and of itself is not bad or good. Some change is positive, some not. For some, COVID brought a renewal of closeness with family members, exciting opportunities in their work, or more quiet and calm in their daily routines. For others, the past year included deaths of loved ones, loss of routines held dear and missing significant milestones and experiences. Grief is a part of many employees' feelings.

Unlike some life transitions, however, that get easier the more one does it (like moving, for example), grief, for many, gets harder. Grief accumulates on itself, and each loss can remind individuals of previous losses. So, if you're wondering why this process doesn't get easier, it may be the impact of cumulative grief.

Like most difficult experiences, we can heal and recover and move forward after loss. As an organization, we need to let time help us. Things will get better. And, it can help to recognize for ourselves and our co-workers, that this process gets harder rather than easier and be compassionate to one another.

Appreciative Inquiry Assumptions

Appreciative Inquiry is a methodology used by people seeking to create positive changes in an organization. Its core belief is that through building on what is already working, change can be more effective and positive. The eight assumptions can help frame one's thinking about change:

1. In every society, organization or group, something works.
2. What we focus on becomes our reality.
3. Reality is created in the moment, and there are multiple realities.
4. The act of asking questions of an organization or group influences the group in some way.
5. People have more confidence and comfort to journey to the future (the unknown) when they carry forward parts of the past (the known).
6. If we carry parts of the past forward, it should be what is best about the past.
7. It is important to value differences.
8. The language we use creates our reality.

(Excerpted from [The Thin Book of Appreciative Inquiry](#))



**Building on what
we've learned**

As we move to the next phase of this pandemic and recovery, we want to build on what we've learned. Over the past year, we've all gained many new capabilities, from how to use virtual teaming platforms to practices and routines to preserve our health.

Like #6 in the Appreciative Inquiry assumptions above, we want to carry the best of the past year forward. Please consider what you have learned and gained through the year and what you want to be sure you build on.





County of Yolo

Administrative Policies and Procedures Manual

TITLE: TELECOMMUTING POLICY	DEPARTMENT: HUMAN RESOURCES
TYPE: POLICY & PROCEDURE	DATE: JUNE 15, 2021

A. PURPOSE

The purpose of this policy is to establish guidelines and criteria for telecommuting assignments for employees of the County of Yolo.

B. DEFINITIONS:

- 1. Standard Work Location (SWL):** The standard work location for all employees is their designated Yolo County location (facility, building, office, or workspace) according to the Human Resource Information System record. Every Yolo County employee has a designated SWL. "Assignment" to a SWL shall mean that this is the onsite, physical location where the employee maintains a workspace according to their established schedule.
- 2. Alternative Work Location (AWL):** An alternative work location is any approved location where an employee maintains a workspace to work their regularly scheduled hours that does not conform to the standard work location. Subject to approval, typical AWLs include onsite County locations (facility, building, office, or workspace) and home office workspaces. Out of State and public environments such as coffee shops are not suitable AWLs. Temporary or intermittent AWLs are subject to department and supervisor approval on a case-by-case basis.

Types of AWL assignments that employees may work include:

- a. Fixed AWL** – A fixed AWL assignment consists of the employee working all their regularly scheduled hours at an established AWL, except when requested to work onsite due to reasons determined necessary by the department, supervisor, or manager.
 - b. Flexible AWL** – A flexible AWL assignment consists of the employee working some regularly scheduled hours at an AWL and some regularly scheduled hours onsite at their SWL.
 - c. Split-Day AWL** – A split-day AWL assignment consists of the employee working part of the daily scheduled hours at an AWL and part of the daily scheduled hours onsite at their SWL, for one or more days per pay period.
- 3. Telecommuting:** Telecommuting (also known as telework, remote work, working from home, etc.) is defined for the purposes of this policy as an employee working at an established AWL assignment. Telecommuting typically includes the use of County and/or department resources and equipment to digitally perform all or some of their job functions.
 - 4. Primary and Secondary Work Locations:** The primary work location is where an employee is assigned to work the majority of their scheduled time. The secondary work location is another approved work location. If the employee's time is evenly split between both work locations, the supervisor, in consultation with the employee, will designate one location as their primary work location.



County of Yolo

Administrative Policies and Procedures Manual

TITLE: TELECOMMUTING POLICY	DEPARTMENT: HUMAN RESOURCES
TYPE: POLICY & PROCEDURE	DATE: JUNE 15, 2021

- 5. Hotel Workspace:** A hotel workspace is a designated and appropriately equipped, generic workspace that is available, often by reservation, for temporary use by employees who are otherwise not at their primary work location, as applicable. The availability and nature of hotel workspaces may vary by department.

C. FORMS/ATTACHMENTS:

- 1. Exhibit A: Employee Telecommuting Request Form and Agreement**
- 2. Exhibit B: Employee Telecommuting Alternative Work Location Approval and Safety Verification Form**

D. POLICY

- 1. General:** With the adoption of Trip Reduction Ordinance No. 1152, the County of Yolo committed to offering telecommuting options to employees as one method to reduce home-to-work trips to help reduce air quality degradation and traffic congestion for all County residents, in addition to reducing time and money spent on commuting. Additionally, after experiencing the COVID-19 world pandemic, we learned that telecommuting helped our employees remain safe and productive.

Further, the anticipated benefits of telecommuting include increased productivity as a result of reduced interruptions to workflow, reduced absenteeism, and improved employee morale by addressing work schedule flexibility, individual lifestyle considerations, and improved work-life balance.

Telecommuting is not an employee entitlement but rather a management strategy for meeting the business needs of the department. As a management strategy, telecommuting assignments can provide improved outcomes for organizations including reduced need for building space, reduced overhead costs, and enhanced ability to attract and retain valuable employees.

- 2. Guiding Principles:** Department may exercise discretion in granting telecommuting assignments. However, this policy establishes certain limitations to assure the safety of personnel, effective customer service, and operating efficiency. In considering approval of telecommuting assignments, departments must ensure that approved telecommuting assignments adhere to the following guiding principles:
 - a.** Meets the business needs of the department;
 - b.** Ensures high level of customer service;
 - c.** Does not negatively impact employee or department productivity, performance, ability to meet deadlines, or employee engagement;
 - d.** Does not increase overtime and/or comp-time earned;



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e. Ensures adequate and appropriate onsite coverage during business hours, inclusive of leaves and position vacancies.

3. Terms and Conditions: Each telecommuting assignment shall be subject to the following terms and conditions.

- a. Telecommuting assignments are not a viable option for every department nor for every employee in every position.
- b. A telecommuting assignment is an arrangement between the department, the supervisor, and the employee. It is not an entitlement or employee benefit.
- c. Schedule adherence, performance measures, and productivity standards for employees who engage in a telecommuting assignment will remain consistent with those of an SWL assignment and as established in the arrangement noted in item D.3.b. above. While flexibility, individual lifestyle considerations, and improved work-life balance are anticipated benefits of telecommuting, it is not intended as a replacement for otherwise required dependent care.
- d. The department head or their designee may review, revise, revoke, or terminate an employee's telecommuting assignment at any time, with or without cause, and with as short as 24 hours of notice, so long as it does not unlawfully discriminate or otherwise violate any other County policy adopted by the Board of Supervisors and is in accordance with applicable Memorandum of Understanding (MOU). Typically a 30-day advance written notice to the employee will be issued, except and only in the event of an unanticipated coverage issue of an immediate nature, at which point an employee's work location(s) will be modified, with an advance written notice ranging from 5 days to as little as 24 hours, based on need. No provisions of this Telecommuting Policy or any telecommuting assignment shall be subject to the grievance procedure. Termination of a telecommuting assignment is different than a temporary variance of a telecommuting assignment.
- e. An employee who requests to discontinue a telecommuting assignment may be reassigned to a SWL based on the discretion of the department need and space availability.
- f. The supervisor has authority to require an employee to make a temporary variance to their telecommuting assignment based on the needs of the department. The supervisor will attempt to provide advance notice of such need whenever possible. Any employee initiated temporary variance to an approved AWL must be pre-approved by the supervisor.
- g. Employees with telecommuting assignments agree to protect County assets, information, and information systems and must adhere to County and department policies, in particular those which govern privacy and security requirements, confidentiality, technology, and communications, and those that address permissible uses, prohibited uses, and access and disclosure of equipment, resources, and information. Employees shall have no expectation of privacy when using County systems.



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- h. All County employees are obligated to serve as Disaster Service Workers per California Government Code Section 3100-3109 and pursuant to County policy. In the event of an exigent situation such as the implementation of a public health order or other emergency, the County or your department may direct staff to work at an AWL, effectively instituting a temporary telecommuting assignment or require staff with an existing approved telecommuting assignment to work at their SWL or other location. In such circumstances, emergency procedures will be utilized, and normal policy provisions will be held in abeyance.
 - i. Telecommuting assignments are not automatically transferrable when an employee voluntarily or involuntarily transfers or is promoted to another work unit, division, branch, or department, or in the event of another job change.
- 4. Eligible Employees:** Employees interested in telecommuting must meet the following identified criteria for eligibility:
- a. Receive a rating of at least “Meets Standards” on the most recent performance evaluation;
 - b. Demonstrate the ability to work independently, and ability to develop and successfully meet job-related measurable goals and objectives; and
 - c. Understand that job requirements necessitating presence on the premises or “in-person” contact with other departmental staff and/or the public do not conflict or are hindered by the established telecommuting assignment.
 - d. Establish and maintain an approved **Employee Telecommuting Request Form and Agreement** (see section E. Procedure).
 - e. Employees will be expected to remain in compliance with all MOU, County, and department policies and procedures regardless of their assigned work location.
- 5. Alternative Work Location Approval and Safety Verification:**
- a. Employees requesting a non-County location as an AWL (e.g. a home office workspace) must complete the **Employee Telecommuting Alternative Work Location Approval and Safety Verification Form** which is to be submitted as an attachment to the **Employee Telecommuting Request Form and Agreement**, and will certify that the proposed workspace meets all requirements, including the following:
 - 1) The space is dedicated exclusively for this purpose during work hours.
 - 2) The space is conducive to the employee performing their assigned duties, conducting professional virtual meetings, and maintaining the confidentiality of all protected information.
 - 3) In no event shall clients/customers/members of the public or the like be served in person



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at the employee's place of residence. The County shall not be held liable for injuries to third parties and/or members of the employee's family on employee's premises. The County is not liable for damage to the employee's real property.

- 4) A clear understanding of tax implications relating to the home workspace is the sole responsibility of the employee.
 - 5) Employees requesting telecommuting assignments including non-County AWLs are responsible for ensuring compliance with applicable laws, regulations, County and/or department policies and procedures, and health and safety requirements.
 - 6) A visual worksite verification and inspection of a non-County AWL may be required (through methods including in-person, virtual, video, or photographic means) for approval of telecommuting assignment. Inspections may recur as often as deemed appropriate to ensure compliance. Inspections will take place upon reasonable advance notice and will be conducted by a County-designated representative. Suspected lack of compliance / safety, or failure to comply with verification and inspections may result in non-approval of a requested telecommuting assignment, or revision, revocation, or termination of an existing assignment.
 - 7) A work-related injury sustained by employees while telecommuting is subject to worker's compensation law and rules. An employee must notify his/her supervisor immediately and complete all necessary and/or County requested documents regarding the injury.
- 6. Equipment and Supplies:** Subject to budget availability, employees approved for a telecommuting assignment at an AWL may be provided with the necessary equipment and supplies for their position, comparable to what would be provided at their office/cubicle.
- a. If an employee's primary work location is the SWL, a dedicated workspace (e.g. cubicle or office) will be provided. If the primary work location is an AWL (e.g. home office workspace), the employee will utilize a "hotel" workstation when working onsite at their SWL or secondary location onsite.
 - b. One set of equipment will be supplied and documented on the Request Form, and the equipment will reside at the employee's primary work location. Acquisition and delivery of said equipment will be done at the discretion of the department.
 - c. Equipment such as a laptop computer may travel with the employee to their secondary work location.
 - d. An employee's AWL assignment shall not start until all equipment needs have been met and if required, the home office workspace has been virtually inspected and approved.
 - e. The amount allowed for office equipment/supplies, if any, by a department is set by the department head.



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7. Use of County Provided Equipment and Supplies:

- a. Any County supplied equipment or supplies are to be used for County purposes only.
- b. In the event that equipment provided becomes broken or non-functional, employees are required to resume work at their SWL until a remedy is in place.
- c. Employees who separate from employment with the County or discontinue a telecommuting assignment are required to return such assets per the direction of the department. Failure to comply with return of County supplied equipment as requested may lead to disciplinary and/or civil punitive action.
- d. Maintenance, repair, and replacement of County owned equipment issued to employees is the responsibility of the department. In the event of equipment malfunction, the employee must notify their supervisor immediately. Repairs to employee owned equipment is the responsibility of the employee. If repairs will take some time, employees may be asked to report to a different location as directed until the equipment is usable.

8. Technology Support: Technology support for employees working at an AWL is available through the following options, depending on the type of support needed. Employees may bring the equipment, as appropriate, onsite to their SWL location or the location of Yolo County Innovation and Technology Services Department (ITS) staff or may grant remote access to ITS staff to provide virtual support. ITS staff will not travel to non-County AWL (e.g. home office locations) to provide technology support.

9. Additional Support Services: Employees requiring additional support services such as checking out equipment for use at an AWL must coordinate with their supervisor or other established departmental supports and guidelines.

10. Employee Expenses:

- a. Departments will have discretion to determine if reimbursement will be provided towards the purchase of AWL workspace equipment, supplies, or other position specific needs. Any purchases or reimbursement must be pre-approved, and receipts must be provided.
- b. Subject to applicable County and department policies and procedures, and the County Personnel Rules and Regulations, employees who are required by the supervisor to travel to a work location that is different than their SWL or AWL, and are not able to utilize County vehicles, are eligible for mileage reimbursement. This is not inclusive of an employee's travel to or from their SWL or AWL.



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E. PROCEDURE

1. **Requesting Telecommuting Assignments:** Eligible employees may request telecommuting assignments in the following manner.
 - a. An employee shall complete an **Employee Telecommuting Request Form and Agreement**, which must include as an attachment a completed **Telecommuting Alternative Work Location Approval and Safety Verification Form**, if applicable. The completed request form shall be submitted to the employee's supervisor for timely review, revision, denial or recommendation of approval.
 - b. If approval of the application is recommended, with or without modifications, the supervisor shall also indicate the budget impact, if any, for AWL equipment, supplies, employee expenses, etc., then forward the request to the department head or their designee for final consideration, revision if applicable, and approval or denial. Departments have the discretion to adjust the routing and approval process further based on their organizational structure and in order to adhere to the guiding principles of the Telecommuting Policy.
 - c. Prior to an employee beginning work under an approved telecommuting assignment, a complete copy of the request shall be forwarded to the departmental HR Generalist as well as the Yolo County Human Resources Department (hr@yolocounty.org) for review to ensure organizational consistency. The Human Resources Department reserves the right to request modifications to an approved telecommuting assignment. The telecommuting agreement will become part of the employee's personnel file.
2. **Initiating and Monitoring Telecommuting Assignments:**
 - a. Regardless of the date of approval, an employee may not begin working a telecommuting assignment until the first day of the upcoming pay period after the associated AWL has been approved, inclusive of all necessary supplies, equipment, inspections, and verifications.
 - b. Any approved telecommuting assignment shall be discussed between the employee and the supervisor at the time of the initial request, and shall be reviewed/renewed at least annually, and in the event of a major job change (such as a promotion), or whenever the employee or supervisor positions change, upon any change to the employee's schedule or work location that affects the existing assignment.
 - c. The employee and the supervisor shall determine an appropriate means for reporting work assignments that are completed while telecommuting. Reference the New Normal Guide for further assistance. Contact the Human Resources Workforce Development Team for additional resources that may be available. Supervisors shall be responsible for maintaining program evaluation and performance measurement information for each telecommuting employee, and this information may be requested by the Human Resources Department on a periodic basis.



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3. Changes to a Telecommuting Assignment: An employee requesting a change to an existing telecommuting assignment, including termination, shall submit an updated **Employee Telecommuting Request Form and Agreement** including appropriate information and following the applicable process outlined in **sections E.1. and E.2.** above.

4. Termination of a Telecommuting Assignment:

a. The department head or their designee, may terminate an employee's telecommuting assignment at any time, with or without cause, as detailed in **section D.3.d.** above. Typically a 30-day advance written notice to the employee will be granted, except and only in the event of an unanticipated coverage issue of an immediate nature, at which point an employee's work location(s) will be modified, with an advance written notice ranging from 5 days to as little as 24 hours, based on need. Termination of a telecommuting assignment is different than a temporary variance of a telecommuting assignment.

b. If a telecommuting assignment is being terminated due to discipline or performance issues the criteria below will be considered:

- Minor and/or Major discipline received in the last 12 months as defined in the applicable MOU with the bargaining units where a telecommuting assignment may impact an employee's ability to perform.
 - An overall "1" rated evaluation where the telecommuting assignment may impact an employee's ability to perform.
 - Being placed on sick leave verification; and/or where the telecommuting assignment may impede performance.
 - Being placed on a performance improvement plan within the last 12 months where a telecommuting assignment may impede performance.
- c. At the termination of a telecommuting assignment, all non-County AWL coordination and return of all provided equipment and supplies shall occur as directed by the department.

5. Reapplying for a Telecommuting Assignment following Termination:

a. An employee whose telecommuting assignment was terminated due to minor and/or major discipline as defined above may reapply after at least one year (12 months) from the effective date of the disciplinary action.

b. An employee whose telecommuting assignment was terminated due to an overall "1" rated evaluation, sick leave verification, or performance improvement plan may reapply after at least six months (6 months) from the effective date of the action.

**Exhibit A:
Employee Telecommuting Request Form
and Agreement**

(click here for a fillable version of this form)



COUNTY OF YOLO

(click here for a fillable version of this form)

Employee Telecommuting Request Form and Agreement

Use this form to request a telecommuting assignment at an alternative work location. Pay special attention to the agreements and verifications included as part of this process which is guided by the Yolo County Telecommuting Policy and Procedure, in addition to departmental requirements, if applicable. It is important to know that telecommuting assignments are not a viable option for every department nor for every employee in every position. An approved telecommuting assignment is an arrangement between the department, the supervisor, and the employee. After discussing your options with your supervisor, complete the following form to request approval.

EMPLOYEE INFORMATION

Date:

Department:

Employee Name:

Job Class/Title:

County Email:

Contact Phone:

Supervisor Name:

Current Standard Work Location (SWL) Address:

Current Alternative Work Location (AWL) Address, if applicable:

Request Purpose: New Reapplication Change or Discontinue Review

PROPOSED ALTERNATIVE WORK LOCATION

Instructions: Complete the following section regarding your proposed AWL.

Proposed Alternative Work Location (AWL) Address:

Select One: Primary Work Location Secondary Work Location

This is a non-County AWL and a complete *Employee Telecommuting Alternative Work Location Approval and Safety Verification Form* is attached.

Yolo County Employee Telecommuting Request Form and Agreement

TECHNOLOGY, EQUIPMENT, AND SUPPLIES

Instructions: Complete the following section to identify the technology, equipment, and supplies needed for your proposed alternative work location.

Telecom Needs: County Desk Phone County Mitel MiCollab Client (*use with mobile devices*)
 Microsoft Teams Mobile Device Headset / Hands-free Device
 Other:

Network Access Needs: Citrix VPN / Remote Desktop Office 365 Work Offline
 Other:

Computer Equipment Needs: Desktop Computer Laptop 2nd Monitor

Cords, Connectors, etc. (specify below):

Other Accessories, e.g. mic, speakers, mouse, keyboard, assistive devices, etc. (specify below):

Software, (specify below):

Hardware, e.g. scanner, printer, tablet, machine, etc. (specify below):

Services, e.g. internet, Wi-Fi, hotspot, etc. (specify below):

Workspace Needs: Desk Standing Workstation Desk Chair Secure Storage

Office Supplies Starter Kit Other Supplies or Specialty Items (specify below):

List any other needs required for your alternative work location.

Describe acquisition and delivery method for any identified needs, if different from the department's standard method:

Yolo County Employee Telecommuting Request Form and Agreement

PROPOSED SCHEDULE

Instructions: Fill out the section below identifying your proposed telecommuting assignment for a 2-week pay period. Complete only what is necessary to reflect your AWL type. For Split-Day AWL assignments, additional location and schedule blocks have been provided. Use the "Comments/Notes" section to add details or further explain. Total hours worked and daily start/end times must match your approved work schedule. Remember, all telecommuting assignments begin on the first day of a pay period, regardless of assignment approval date.

AWL Type: Fixed Flexible Split-Day Other: (add comments/notes below)

Proposed Telecommuting Assignment Schedule:

WEEK 1 SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Location:							
Start Time:							
End Time:							
Location:							
Start Time:							
End Time:							
Location:							
Start Time:							
End Time:							
Lunch Break:							
Total Hours:							

Week 1 Total Hours Worked:

WEEK 2 SCHEDULE							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Location:							
Start Time:							
End Time:							
Location:							
Start Time:							
End Time:							
Location:							
Start Time:							
End Time:							
Lunch Break:							
Total Hours:							

Week 2 Total Hours Worked:

Comments / Notes:

Yolo County Employee Telecommuting Request Form and Agreement

TELECOMMUTING AGREEMENT

Instructions: Review and initial each of the following statements. Discuss with your supervisors any questions or concerns you may have and refer to the Yolo County Telecommuting Policy and Procedure for full details.

- Initial I have reviewed and understand the [Yolo County Telecommuting Policy and Procedure](#) on (Enter Date Reviewed):_____.
- Initial My proposed telecommuting assignment adheres to the guiding principles outlined in the Telecommuting Policy and Procedure.
- Initial I understand that any telecommuting assignment is subject to the terms and conditions outlined in the Yolo County Telecommuting Policy and Procedure.
- Initial I am eligible for a telecommuting assignment as outlined in the Yolo County Telecommuting Policy and Procedure, in addition to department specific criteria / business needs.
- Initial If applicable, an Alternative Work Location Approval and Safety Verification form has been completed and attached to this request, and I will comply with all rules and safety requirements.
- Initial I understand the Yolo County Telecommuting Policy and Procedure as applies to the use of County provided equipment and supplies, technology support, additional support services, and employee expenses.
- Initial I have discussed this telecommuting assignment with my supervisor and understand that this form and agreement shall be reviewed/renewed at least annually, and in the event of a job, location, or schedule change that affects the existing assignment.
- Initial I understand that my supervisor and I shall determine an appropriate means for communication and reporting work assignments that are completed while telecommuting.

OTHER FORMS / ATTACHMENTS / ADDENDUMS

- : Employee Telecommuting Alternative Work Location Approval and Safety Verification Form
- : Department Specific Addendums (list):

Yolo County Employee Telecommuting Request Form and Agreement

EMPLOYEE CERTIFICATION

I certify that I have read, understand, and will abide by the Yolo County Employee Telecommuting Policy and Procedure, in addition to those set forth in this form and any attachments.

Employee Signature ↑

Date ↑

Next Step: Submit signed request form to your supervisor for review and discussion.

SUPERVISOR CERTIFICATION

Comments:

Budget Impact:

Approved: Yes No

Supervisor Signature ↑

Date ↑

Next Step: Ensure form is complete including any applicable attachments or supporting documentation. Sign and submit approved telecommuting assignment request to your Department Head (or designee / process if applicable).

DEPARTMENT HEAD CERTIFICATION

Comments:

Approved: Yes No

Department Head or Designee Signature ↑

Date ↑

Next Step: Sign and submit a copy of the approved telecommuting assignment request to your departmental HR Generalist.

Exhibit B:
**Employee Telecommuting Alternative
Work Location Approval and Safety
Verification Form**

(click here for a fillable version of this form)



COUNTY OF YOLO

(click here for a fillable version of this form)

Employee Telecommuting Alternative Work Location Approval and Safety Verification Form

This form is to be completed as an attachment to the Employee Telecommuting Request Form and Agreement wherein a non-County Alternative Work Location (AWL) is proposed. Use this form to establish and certify that the proposed AWL meets all requirements outlined in the Yolo County Telecommuting Policy and Procedure. Complete the following sections and attach this form to your applicable telecommuting assignment request.

EMPLOYEE AND PROPOSED AWL INFORMATION

Proposed AWL Address:

Employee Name:

Department:

Job Class/Title:

County Email:

Contact Phone:

Supervisor Name:

↓ This section to be completed by the Employee requesting approval of an AWL as part of a telecommuting assignment request. ↓

PROPOSED AWL ACKNOWLEDGEMENTS AND REVIEW

Instructions: Complete the section below. Your proposed AWL may be subject to inspection.

Please describe the AWL space in which telework is to be conducted.

Click or tap here to enter text.

- Have you read and do you understand the Yolo County Telecommuting Policy and Procedure? Yes No
- Will County equipment be secured in your home when you are not on site? Yes No
- Will any personal devices ever be connected to your County computer and/or docking station? If yes, describe: Yes No
- Do you take home and/or store physical copies of documents containing confidential information? Yes No
- Does the internet connection at this worksite use a wireless/Wi-Fi router? If so, is it encrypted and password protected? Yes No
- Is your computer screen(s) visible or can it otherwise be observed by unauthorized individuals when working with confidential information? Yes No

Employee Telecommuting Alternative Work Location Approval and Safety Verification Form

Proposed AWL Address:	
Employee Name:	Department:
<ul style="list-style-type: none"> • Can conversations involving confidential information, such as a customer/client/vendor phone call, be heard by anyone other than yourself while you work? <input type="checkbox"/> Yes <input type="checkbox"/> No • Do you understand and agree to be responsible for ensuring compliance with applicable laws, regulations, County and/or department policies and procedures, and health and safety requirements as pertains to the proposed AWL? <input type="checkbox"/> Yes <input type="checkbox"/> No • Because work-related injuries sustain while telecommuting may be subject to worker’s compensation law and rules, do you agree to: <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> ▪ In the event of a life-threatening injury call 911; and/or ▪ Notify your supervisor immediately and complete all necessary and/or County requested documents regarding the injury? • Do you acknowledge and agree to a visual worksite verification and inspection of a non-County AWL (through methods including in-person, virtual, video, or photographic means) for approval of telecommuting assignment? Further, do you understand that: <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> ▪ Inspections may recur as often as deemed appropriate to ensure compliance, ▪ Inspections will take place upon reasonable advance notice and will be conducted by a County-designated representative, and ▪ Suspected lack of compliance / safety, or failure to comply with verification and inspections may result in non-approval of a requested telecommuting assignment, or revision, revocation, or termination of an existing assignment. 	
EMPLOYEE SELF-CERTIFICATION OF AWL INSPECTION	
<i>Instructions: Employee shall use the checklist below to confirm that their workspace meets the requirements for approval as an AWL. Check the box next to each statement to certify it as true and attach pictures or video support as described below.</i>	
Workplace Safety and Security Evaluation:	
<input type="checkbox"/> Telecommuter has been provided with a copy of the Yolo County Administrative Policy and Procedures: Drug & Alcohol Policy and Testing Procedure .	
<input type="checkbox"/> Telecommuter has been provided with a copy of Yolo County Administrative Policy and Procedures: Workplace Security and Safety Policy .	
Emergency Preparedness Evaluation:	
<input type="checkbox"/> Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work site.	
<input type="checkbox"/> A first aid kit is easily accessible and replenished as needed.	
<input type="checkbox"/> Portable fire extinguishers are easily accessible and in working condition.	
Ergonomic Evaluation:	
<input type="checkbox"/> Desk, chair, computer, and other equipment are comfortable to use and to do not strain any part of the body.	

Employee Telecommuting Alternative Work Location Approval and Safety Verification Form

Proposed AWL Address:

Employee Name:

Department:

Workspace Evaluation:

- Telecommuter has a separate, clearly defined workspace that is kept clean and orderly, and is not used for other purposes.
- The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
- Exits are free of obstructions.
- Supplies and equipment (both departmental and employee-owned) are in good condition.
- The work area is well ventilated and heated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have a grounding conductor.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight fitting covers or plates.
- Surge protectors are used for computers, fax machine, and printers.
- Heavy items are securely placed on sturdy stands close to walls.
- Computer components are kept out of direct sunlight and away from heaters.

Visual Workplace Inspection – Attach / Upload Files:

Attach image or video files of your AWL workplace and the immediate surrounding area to your Employee Telecommuting Alternative Work Location Approval and Safety Verification Form. Be sure to show all the following items, if applicable.

- Your Desk
- Your Chair
- Computer/ Laptop
- Monitors/ Screens
- Other Equipment/ Hardware

UPLOAD ATTACHMENTS



You are encouraged to use the "Upload Attachments" button to add your inspection files directly to this .pdf form. (In Adobe Acrobat Reader, look under the "@" icon on the left side panel to see all uploaded attachments). You may also include the files as separate attachments sent via email or as hard copies with your completed request form.

Comments:

EMPLOYEE CERTIFICATION

I certify that I have read, understand, and will abide by the Yolo County Employee Telecommuting Policy and Procedure, in addition to those set forth in this form and any attachments.

Employee Signature ↑

Date ↑

Next Step: Attached this signed and completed form to your Yolo County Employee Telecommuting Request Form and Agreement.

Employee Telecommuting Alternative Work Location Approval and Safety Verification Form

Proposed AWL Address:

Employee Name:

Department:



This section to be completed by the County-designated Representative reviewing the AWL inspection.



COUNTY-DESIGNATED REPRESENTATIVE CERTIFICATION

Name of County-designated Representative:

Date of Review:

Inspection Method (e.g. in-person, virtual, video, or photographic, etc.):

Comments / Findings / Recommendations:

Is this AWL Approved? Yes No

I acknowledge that I conducted the inspection of this AWL as part of the Yolo County Telecommuting Policy and Procedure requirement and initiated appropriate corrective actions for any deficiencies identified, if applicable.

County-designated Representative Signature ⬆

Date ⬆

Next Step: Sign and submit a copy of this approved form to the requesting employee AND their supervisor.