I. POLICY STATEMENT

Due to the current COVID-19 (coronavirus) outbreak, Trinity County is implementing a temporary telecommuting arrangement for employees whose job duties are conducive to working from home but who do not regularly telecommute. Telecommuting is defined for the purpose of this policy as an employee working from a remote site other than their primary work location, typically the employee’s home. This policy is applicable only during declared emergencies, the employee must receive approval from their Department Head.

A. Not all jobs are appropriate for telecommuting. Employees will be selected based on the suitability of their jobs and functional assignments.

B. An employee approved for Emergency Telecommuting must sign and acknowledge the Temporary Telecommuting Policy which sets forth the terms of approval of telecommuting.

C. While telecommuting, Employee will:

✓ remain accessible during their established telecommute schedule;
✓ check in with the supervisor to discuss status and open issues;
✓ be available for video/teleconferences, phone calls, conference calls, scheduled on an as-needed basis;
✓ request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
✓ take rest and meal breaks while telecommuting in full compliance with all applicable regulations and
✓ request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.
II. EQUIPMENT, TOOLS AND SUPPLIES

A. The tools, equipment and supplies needed to telecommute will be provided either by the employee, the county or a combination. The specific tools and equipment necessary for each employee shall be within the discretion of the department Head, with the approval of the County Administrative Officer.

B. The use of equipment, software, data, supplies when provided by the County for use at the home work location is limited to authorize persons for purposes related to county business.

III. WORKSPACE AND ENVIRONMENT

A. The employee shall designate a workspace within the home for placement and installation of equipment to be used while telecommuting. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Any County materials taken home must be kept in the designated work area at home and not used except for activities that support telecommuting. Employees will ensure the confidentiality of all information they use at the designated location in accordance with County policies. The attached HIPAA & Security Agreement (Exhibit A) must also be signed by the employee, if they have access to confidential and protected health information (PHI).

B. Any activity or interruption that takes place during the telecommuter’s work schedule and interferes with her/his work must be immediately reported to the supervisor or manager and covered by the use of leave accruals.

IV. EMERGENCY TELECOMMUTING

A. When a local emergency has been declared pursuant to Government Code Section 8630 or a local public health emergency has been declared pursuant to Health and Safety Code Section 101080, all of the provisions of this policy apply. However, the following provisions shall take effect, and shall supersede any contradictory provision of this policy.

B. All technology used by the employee will be provided by the County, except as approved by IT, the Department Head and County Administrative Officer.

C. The emergency telecommuting will last no longer than is necessary to perform the necessary work during an emergency. At the first opportunity, the employee must return to work at the main office.

D. Employee acknowledges that if management deems the temporary telecommute arrangement described in this policy is not working effectively or as envisioned, management may at any time adjust or revoke telecommuting privileges.
E. Having successfully engaged in temporary telecommuting pursuant to this policy does not commit management to any future remote work.

I hereby affirm by my signature that I have read this Temporary Telecommute Policy and understand and agree to all of its provisions.

__________________________  ___________________________
Employee Signature                  Date

__________________________  ___________________________
Department Head Signature          Date

By ____________________________
Richard Kuhns, Psy.D
County Administrative Officer

Date: 3.25.20

RATIFIED this 7th day of April, 2020 by the Board of Supervisors of the County of Trinity by motion, second (Morris/Fenley), and the following vote:

AYES: Supervisors Fenley, Morris, Groves, Brown and Chadwick
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

By ____________________________
BOBBI CHADWICK, CHAIRMAN
Board of Supervisors
County of Trinity
State of California

ATTEST:

RICHARD KUHNES, Psy.D,
Clerk of the Board of Supervisors

By: ____________________________
Deputy
EXHIBIT A

In light of COVID-19, it is anticipated that employees will have to provide essential services at home. HIPAA privacy and security rules do not prohibit remote access, but they do require that organizations implement appropriate safeguards to ensure the privacy and security of protected health information (PHI).

As an employee, you are required to meet the following requirements:

- Make sure that all devices accessing your network are properly configured by IT. Devices must be encrypted and password protected with software firewalls and anti-virus software installed.
- Do not allow any friends, family, etc. to use devices that contain PHI.
- Do not allow any friends, family, etc. in the room when you are accessing records that contain PHI.
- Do not use your own equipment without approval of your IT department, and ensuring that the device is encrypted, password protected, and installed with software firewalls and anti-virus software.
- Do not store hard (paper) copies of PHI.
- Disconnect from the company network when you are done working.
- Do not copy any PHI to external media not approved by the company. This includes flash drives and hard drives. All PHI is to stay on the network.
- Any employees in violation of these procedures will be subject to Discipline.

If you intend to work remotely, please sign below and return to the Human Resource Department. You will not be eligible to work from home until the signed notice is received.

_________________________________________    __________________________
Employee Name:                                      Date