

**SUFFOLK COUNTY WATER AUTHORITY**  
**POLICIES AND PROCEDURES**

**SUBJECT: TEMPORARY TELECOMMUTING POLICY**

**(PANDEMIC - COVID-19)**

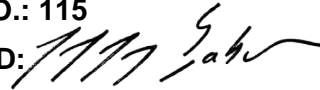
**FILE UNDER SECTION NO.: 1**

**EFFECTIVE DATE: March 18, 2020**

**POLICY NO.: 115**

**SUPERSEDES: NEW**

**APPROVED:**



**Temporary Telecommuting Policy**

Due to the COVID-19 pandemic, Suffolk County Water Authority may permit or require employees to temporarily work remotely to ensure business continuity.

Procedures:

Due to the COVID-19 pandemic, Suffolk County Water Authority may permit or require certain employees to work remotely. These employees will be advised of such requirements by the department manager. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate home equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these home equipment needs with employees and to provide support to employees in advance of emergency telework situations.

A telecommuting agreement will be prepared by Human Resources and signed by the employee and his or her manager.

The employee will establish an appropriate work environment within his or her home for work purposes. Suffolk County Water Authority will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees will be required to test their home computer with IT prior to starting a remote work schedule. If an employee's computer is not able to access the Authority's VPN, his/her request to work from home will not be approved.

SCWA will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only. The employee may need to use personal devices and technological systems, such as home computers, laptops, telephones, and Internet in order to work from home. SCWA will not necessarily provide such devices, and will not reimburse the employee for any use, wear and tear, or maintenance of employee-owned devices or systems. Furthermore, SCWA will not reimburse any employee for internet usage. Equipment supplied by the employee, if deemed appropriate will be maintained by the employee. SCWA accepts no responsibility for damage, repairs or any lost/missing personal data to employee-owned equipment. SCWA reserves the right to make determinations as to appropriate equipment, subject to change at any time.

SCWA has the right and discretion to audit employees' productivity from home. SCWA will utilize various methods and work monitoring tools/systems to track remote worker job activities

to include time/attendance, completed work volumes/productivity levels, on-line and off-line activity. The remote worker's manager will monitor the employee's performance via the work tracking systems that include real time monitoring and access to productivity reports during the remote worker's designated work schedule.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and **SCWA may require employees to return to regular, in-office work at any time.**

#### Time Worked:

Employees will be required to accurately record all hours worked as directed by SCWA via a work log documenting all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the supervisor, manager and director. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement and disciplinary action.

Employees are required to keep a daily log of work performed and submit a record of work deliverables to their supervisor each week.

Employees should plan to conduct email and telephone communication and participate in scheduled business meetings as if physically present at the work location. Managers will be required to check in with their remote workers daily via telephone, facetime, zoom, web-conference, or any other communication method.

An employee who abuses the telecommuting policy will have his/her privileges revoked with the possibility of greater sanctions up to and including termination.

Employees governed under the CBA should follow all provisions with respect to time and attendance. Union employees should continue to work their assigned work schedule unless required by the supervisor to work an alternate schedule.

Call Center employees should sign in and out of the telephone for breaks and lunches as if they were in the office. The TASKE system will continue to monitor productivity. Calls will continue to be recorded.

Employees must obtain Supervisor approval before taking leave while teleworking in accordance with established SCWA procedures. Employee must charge against their accrued time if childcare/caregiver responsibilities or other personal matters arise unexpectedly preventing the employee from working remotely.

Employees are subject to all SCWA policies while teleworking, including, but not limited to, its harassment and discrimination policies. Employees understand that violating any SCWA policy while teleworking is strictly forbidden to the same extent as if it occurred at employee's normal work location.

Application:

This policy will apply under the following circumstances:

The President of the United States, the Governor of New York or the County Executive of the County of Suffolk declares an emergency condition exists.

1. The employee is directed to “self-quarantine” at home for a period of time due to possible exposure to the COVID-19 virus;
2. The employee has been diagnosed with COVID-1 but is willing and able to work remotely;
3. The employee is not sick nor has been diagnosed with COVID-109 but is either a) taking care of a household member who has been diagnosed with COVID-19 or, b) who must stay home due to closure of a child’s school, daycare, etc. due to the COVID-19 virus; or
4. The federal, state or local authorities have declared that all non-essential employees must remain at home due to an outbreak of COVID-19; or
5. The federal, state or local authorities have directed that the workforce work remotely if possible; and
6. SCWA determines that the employee is eligible to work remotely.

Important Contact Information for Assistance with IT-related questions:

631-292-6111

Email [helpdesk@scwa.com](mailto:helpdesk@scwa.com) to generate a ticket.

## Policy 115 – Temporary Telecommuting Agreement due to Pandemic (COVID-19)

### **Employee Information**

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

Remote Phone Number (to receive calls directly from office extension):  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

FLSA status:    ☐ Exempt        ☐ Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

Employee schedule: \_\_\_\_\_

### **The employee agrees to the following conditions:**

The employee will remain accessible and productive during scheduled work hours.

All employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

All employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.

The employee will comply with all Authority rules, policies, practices and instructions that would apply if the employee were working at the Authority's work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe and secure work environment at all times.

The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the Authority.

Suffolk County Water Authority will provide the following equipment:

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The employee will provide the following equipment: \_\_\_\_\_

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The employee agrees that Authority equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on SCWA equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with SCWA's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

Any expenses incurred by the remote worker must be approved in advance and submitted for reimbursement using the expense report with attached receipts.

The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return company equipment and documents within five days of termination of employment.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources signature: \_\_\_\_\_ Date: \_\_\_\_\_