

Sample notice to employees related to telework (3/24/20)

Date: [date]

To: [employee group name]

From: [name], [title]

Re: **Temporary Notice for Telework**

In response to evolving conditions of the COVID-19 outbreak, and the declaration of local, state and national emergencies relating to it, [employer name] is implementing this Temporary Notice for Telework.

Disclaimer

This notice supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this notice directly contradicts another current policy, rule, procedure, or regulation in which case this notice supersedes existing policy, rule, procedure, or regulation.

[employer name] reserves the right to modify or rescind this notice at any time.

Effective Date

This notice is effective [date] and will remain in effect until otherwise determined by [employer name].

Request And Approval

A supervisor will either direct or an employee seeking to telework (i.e., work from home or at an alternate non-traditional work site) will contact their direct supervisor to determine if the activities of their role can be completed remotely from their home. Supervisors are encouraged to consult their Department Head or Human Resources if they need assistance in making this determination.

Guidelines for Employees Approved to Work Remotely

1. Teleworking is a privilege, not an entitlement.
2. Teleworking is voluntary and may be terminated at any time by [employer name] or the employee with or without cause.
3. An employee's duties, obligations, responsibilities and conditions of employment with [employer name] remain unchanged when teleworking. A teleworker should observe the same attendance and performance expectations as if they were in the office on any other work day.

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4. A teleworker must be available by telephone and/or email (as appropriate based on the employee's work assignment) during agreed upon work hours. A teleworker must notify the assigned office staff if they leave their telework location during regular working hours.
5. Employees who wish to telework and who require certain equipment and/or access to [specify network name] must first receive approval from their supervisor and then discuss their equipment and connection options. A determination will be made regarding what type of equipment and connectivity is appropriate and a review of any technical requirements will occur with the employee.
6. A teleworker may not download or copy items through a work portal to a personal device. All policies regarding [employer name] technology, data, and records will remain in effect, which include retaining, safeguarding, and organizing data consistent with policy and law.
7. A teleworker must ensure that their telework location is safe and healthy.
8. Failure to comply with all laws and standards of [employer name] may result in the loss of telecommuting privileges and/or disciplinary action.
9. Telework arrangements must comply with applicable State and Federal employment laws. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of minimum wage and overtime for exempt and non-exempt employees.
10. Telework must not result in additional work for other staff.
11. A teleworker and his or her supervisor will participate in periodic reviews to evaluate the effectiveness of the procedure.
12. Provisions of collective bargaining agreements and personnel policies remain in full force and effect.
13. An employee who is authorized to telework, including ad-hoc telework, may do so even if his or her household members are present in the remote work location, with supervisor approval, so long as the employee is actually conducting his or her job duties and actually working a normal work schedule or flexing his or her time with supervisor approval.