## Emergency Telecommuting Program Guidelines

The City of Long Beach is implementing an Emergency Telecommuting Program to prevent the spread of COVID-19 and the declaration of a public health emergency relating to COVID-19. The Emergency Telecommuting Program Guidelines will assist the Department in determining if telecommuting is feasible for employees. The City's telecommuting program is temporary and will be administered by each department based on department operational needs and subject to Department Director's or designee's approval. Please note that this program is designed to enable the departments to continue business operations during the emergency.

### STEPS TO TELECOMMUTING ASSESSMENT

**Step 1:**

Determine if an employee's work assignment is suitable for telecommuting by considering the following:

1) Whether or not the job assignments can be accomplished by telecommuting (confidentiality of work should be considered);
2) Department's Continuity of Operations Plan (COOP), including critical functions and essential workers;
3) Department's operational needs;
4) Timing of switch to telecommuting as to not negatively impact the accomplishment of assignments; and,
5) Availability of equipment and resources.

**Step 2:**

Supervisors should work with the employee to complete the Telecommuting Agreement.

Supervisors should also review the Weekly Work Assignments form with the employee and determine which day/time it will be submitted (e.g. with employee's completed timesheet).

Completed Telecommuting Agreement shall be routed for approval through the Administrative Officer.

**Step 3:**

Supervisors shall ensure that employees receive clear instructions on goals and expectations during the telecommuting work period by utilizing the Weekly Work Assignment form.

**Step 4:**

Departments will be responsible for coordinating any logistical, technical, or security access needs for telecommuting. Telecommuting assignments should be coded TC in accordance with the index codes referenced on the timesheet.