



Los Angeles Department of Water and Power Emergency COVID-19 Telecommuting Agreement

Employees who have requested and have been approved to telecommute must complete the following **Emergency COVID-19 Telecommuting Agreement**.

SECTION I. EMPLOYEE INFORMATION

Name: _____ Employee ID No.: _____

System/Division/Section: _____

Work Address: _____ Job Title: _____

Home/Telecommuting Address: _____

Employee Phone No.: _____ Employee Alternate Phone No.: _____

Supervisor's Name: _____ Supervisor's Phone No.: _____

SECTION II. TELECOMMUTE INFORMATION

_____ This agreement will run from: _____ to _____ (unless otherwise directed by
Initial LADWP management to extend or terminate the agreement period). Your supervisor will discuss with you your specific reporting requirements. You acknowledge that you understand that you may be required to report to a work location in lieu of a telecommuting day.

Telecommuting work schedule: 9/80 or 5/40 (circle one) ASDO: _____ Short Day: _____

Regular start time of shift: _____ Regular end time of shift: _____

TELECOMMUTING EQUIPMENT

List personal equipment that you will utilize for home telecommuting: _____

List LADWP owned equipment that you will utilize for home telecommuting: _____

_____ I understand that LADWP will not provide home telecommuting equipment to me and that I will be
Initial required to use my own personal equipment and will not be reimbursed for the use of the equipment.

EMPLOYEE ACKNOWLEDGEMENTS

I understand and agree to the requirements of the LADWP Emergency COVID-19 Telecommuting Policy as follows:

1. Telecommuting employees must comply with all City and LADWP rules, policies, and practices. There are no distinctions in rates of pay and benefits between telecommuting and non-telecommuting employees. Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of employment with LADWP.
2. Telecommuters shall have the same rights and access to representation as their colleagues.
3. Telecommuters must perform work during their scheduled telecommuting hours. Hours an employee is credited as telecommuting must be used exclusively for LADWP-related duties; such time may not be used performing duties for another employer, self-employment, volunteer/charitable functions, or engaging in activities that would not be permitted at the regular worksite.
4. Telecommuters will take all legally required work breaks and lunch while telecommuting.
5. Telecommuters should work their normal work hours, unless an alternate work schedule has been given prior approval by the telecommuter's supervisor and meets operational needs. If overtime is required, telecommuters shall receive written approval from their supervisor prior to engaging in the work.
6. Telecommuters are required to check in daily. Supervisors may require telecommuters to check in at the start of their shift, at the end of their shift, or periodically throughout the day.
7. I agree to accurately record and submit the hours worked while telecommuting in the manner prescribed by my supervisor. I need time off to attend to personal business during my regularly scheduled work days/hours, I shall request time off from my supervisor as I normally would if I were not telecommuting.
8. Work to be performed by telecommuters is based on assignments from the supervisor. Specific arrangements as to scheduling, accessibility, methods and frequency of communication, and the expectations and evaluation of work shall be made between the telecommuter and supervisor and approved by LADWP management. I understand that operational needs of the work group may require my work assignments to be altered to meet current needs, as determined by my supervisor.
9. LADWP is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, file cabinet, software, cell phone, copier, etc.) and assumes no responsibility for set-up or operating costs (telephone, internet services, home utilities, space rental, etc.). LADWP may, however, elect to provide necessary software and electronic equipment, if available. LADWP is not responsible for and under no obligation to provide or reimburse for any costs associated with participation in the emergency telecommuting program.
10. Telecommuters may use their personal computer equipment and/or software for telecommuting, at their own expense, provided that it is compatible with LADWP computers, "virus free", and software used for LADWP related work is licensed. All LADWP rules regarding the use of computers and internet apply while an employee is telecommuting, regardless of whether the employee is using LADWP-provided or personal equipment.
11. Telecommuters are responsible for protecting LADWP information which is in their possession, or which is accessible through the use of equipment in their possession, regardless of their work location. Any sensitive or confidential information (including customer identifying information) in a telecommuter's possession must be given at least the same or equivalent physical protection as would be used or available in the telecommuter's principal office. However, under no circumstances, may a telecommuter take home a physical file that contains sensitive or confidential information without the written approval of the supervisor. I agree not to use flash drives, thumb drives, or other mass storage devices to transfer work products from their personal home computers to my LADWP computers, or vice versa. **I must immediately report any security breaches or concerns to my supervisor.**
12. LADWP retains the right to inspect home offices and computer equipment/software for safety, adequacy, and security with at least 24-hours advance notice, on telecommuting days during telecommuter's assigned work hours.
13. LADWP is not responsible for the portion of home utilities costs or space rental that is attributable to a employee's telecommuting activities.
14. I understand and agree that regardless of the telecommute frequency assigned, I may be required to come into the office or other work site during my regularly scheduled work hours in lieu of a telecommute day.

15. LADWP will reimburse telecommuters reporting to any work site other than the normal LADWP work location or telecommuter's home/telecommuting location for mileage pursuant to LADWP's working rules and applicable MOU provisions.
16. I understand and agree that if I am required to come to my normal LADWP work location during a telecommute day, I am expected to report within 2 hours of the request.
17. I understand that I must maintain my alternate work location in a safe manner, free from safety hazards. I acknowledge that I have received and reviewed the Safety Guidelines included with this agreement.
18. I understand that if I am injured or involved in an accident at my telecommuting location during my telecommuting working hours I shall report it immediately to my supervisor.
19. I understand that I must notify my supervisor and obtain approval before changing my telecommuting work location.
20. I understand that my telecommuting agreement can be ended at the direction of LADWP Management with at least 24-hours advance notice.
21. I have discussed this agreement with my supervisor and I agree to comply with all the terms and conditions in this telecommute agreement. I understand that failure to comply with the terms of this agreement may result in disciplinary action.

Employee Signature

Date

SECTION III. SUPERVISOR REVIEW AND APPROVAL

Approved:

Not Approved (indicate reasons): _____

Supervisor Name

Title

Supervisor Signature

Date

SECTION IV. DIRECTOR REVIEW AND APPROVAL

Approved:

Not Approved (indicate reasons): _____

Shannon C. Pascual

Director Name

Chief Human Resources Officer

Title

Director Signature

March 19, 2020

Date

Attached:

- (1) Emergency COVID-19 Telecommuting Program Safety Guidelines
- (2) Recommended Online Training <https://www.lynda.com> (available upon request)

Distribution:
Original - Personnel Folder
Copies - Employee, Supervisor, Administrative Group



Los Angeles Department of Water and Power Emergency COVID-19 Safety Guidelines

Telecommuting employees must establish and maintain an alternate workspace suitable for performing official LADWP business that complies with health and safety requirements that is similar to the work environment provided in a LADWP facility. The following list will assist telecommuters with ensuring a safe alternate worksite. **If a telecommuter’s work location changes, the telecommuter must first obtain approval from the supervisor.**

#	General
1	Workspace is away from noise, distractions, and is devoted to your work needs.
2	Workspace can allow you to work comfortably (have adequate ventilation, temperature, and lighting) and can accommodate workstation, equipment, and related material.
3	Carpet and/or flooring materials are properly secured to the floor; floors are clear and free of tripping hazards.
4	Phone lines/electrical cords, etc. are secured under the desk/workstation or along wall, and away from heat sources.
5	Workspace is free of trash, clutter, and flammable liquids.
6	All stairs with four or more steps are equipped with handrails.
#	Emergency Preparedness and Fire Safety
7	Emergency phone numbers (family contact, hospital, fire department, police department) are readily available.
8	A first aid and emergency/ earthquake preparedness kit is easily accessible and replenished as needed.
9	An evacuation/escape plan is available in the event of a fire or other disaster.
10	A fully charged portable fire extinguisher is easily accessible and serviced/maintained as required by law.
11	A working smoke detector and/or fire alarm is in the workspace area.
12	Cabinets, shelves, or furniture greater than 5 feet in height are properly secured to prevent toppling during an earthquake.
13	Emergency exits, doors, routes are clear and free from obstructions.
#	Electrical Safety
14	Sufficient number of electrical outlets are available to plug-in the necessary equipment (e.g., computer, laptop, printer, phone, etc.).
15	Electrical system is adequate for office equipment.
16	All electrical plugs, cords, outlets, and panels are in good condition with no exposed/damaged wiring.
17	All circuit breakers or fuse panels are properly labeled and accessible.
18	Computer equipment can be connected to a surge protector.
19	All extension cords have grounding conductors.
20	Office equipment can be placed close to electrical outlets.
21	Extension cords and power strips if used will not be not daisy chained; extension cords do not run under the carpet, through a wall, over a beam or through a doorway or window.

#	Computer Workstation
22	Know how to set up workstation and chair for safe use.
23	You are able to work at your desk without a lot of reaching, bending or twisting.
24	Work chair is adjustable.
25	Chair casters (wheels) are secured and sturdy.
26	When seated, your feet are flat on the floor or adequately supported by a footrest.
27	When seated, your knees are bent at right angles and thighs parallel to the floor.
28	When seated, your back is adequately supported by a backrest.
29	When seated, you have enough leg room to allow free leg movement without obstruction.
30	Armrests (if using) is at resting elbow height such that shoulders are in a relaxed position (not hunched up); armrests are out of the way while typing, mousing or writing surfaces.
31	Computer monitor is located directly in front of you and lined up with the keyboard at a comfortable viewing distance without straining your eyes.
32	Monitor height is/can be adjusted such that top third of the monitor screen is at eye level or just below.
33	Overhead lights, windows, and other light sources is not causing glare and reflection on the monitor screen.
34	Keyboard height promotes relaxed arms with your forearms parallel with the floor.
35	Mouse can be placed at the same level next to the keyboard close to you.
36	Shape of my mouse is appropriate and comfortable.
37	Items on the workstation are arranged by frequency of use to reduce or eliminate hyper extensions.
#	Security Measures
38	Files and data are/can be secured
39	Materials and equipment are/can be in a secured place protected from damage and misuse.
40	You have an inventory of all equipment in the office including serial numbers.
41	Use and keep up-to-date anti-virus software, run regular scans.

Employee Name and ID No.

Employee Signature

Date: _____