



## Instructions for Employees

1. [Download and install free Adobe Reader](#) (if you don't have it)
2. Open the Agreement with Adobe Reader
3. Fill out the first page of the agreement, do not sign (page 6 of this PDF)
4. Save a copy with your name in the file name title
5. Email the PDF to your supervisor
6. Supervisor will fill out scope of work, sign, and send back to you
7. Review the scope of work filled out by your supervisor
8. Sign with Adobe Reader (see page 2 for instructions)
9. Email the PDF to Human Resources:  
[human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org)

## Instructions for Supervisors

1. [Download and install free Adobe Reader](#) (if you don't have it)
2. Open the Agreement with Adobe Reader
3. Fill out the second page of the agreement (page 7 of this PDF)
4. Sign with Adobe Reader (see page 2 for instructions)
5. Save the file
6. Email back to employee for review and signature

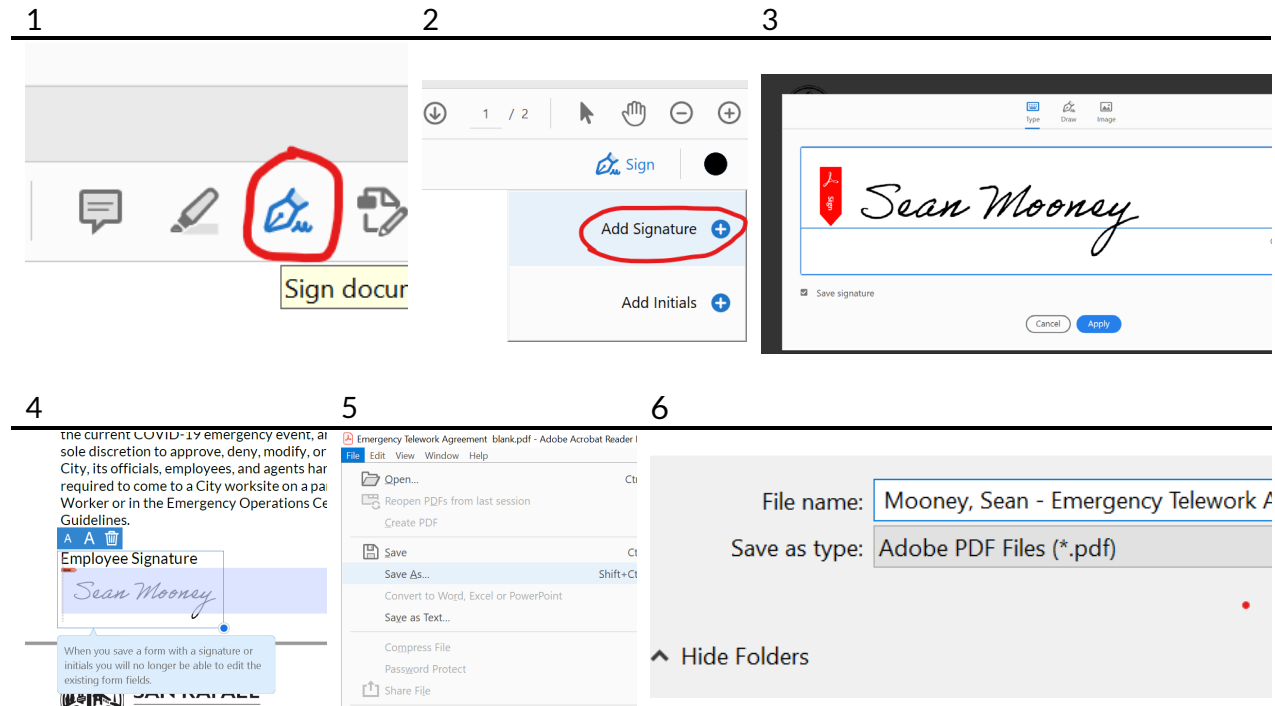


# Remote Work Agreement Instructions

## Adding a Signature in Adobe Reader

After you fill out the form you are ready to add your signature.

1. Select the signature icon,
2. add a signature
3. Type your name in the signature window and click apply.
4. Drag your cursor with signature attached into the signature field.
5. Save the PDF
6. Employees please save a copy and use your last name and first name in the title.
7. Now you can save the signed copy to the next recipient





## CITY OF SAN RAFAEL EMERGENCY TELEWORK GUIDELINES

This Emergency Telework program is a temporary supportive arrangement between employees, supervisors, and departments during this emergency COVID-19 epidemic. All City employees who wish to have teleworking arrangements must develop a Telework agreement with their supervisor/manager. Eligibility for emergency remote work assignments is based on the individual position and operational needs. Not every position or individual circumstance is well-suited for teleworking. Telework requests will be considered on a case-by case basis depending on organizational priorities and needs.

**The following guidelines apply:**

1. All City employees are emergency/disaster workers and may be directed to report to their normal worksite or an alternate work assignment during emergency/disaster situations. An Emergency Telework agreement does not supersede an employee’s responsibility to report as a Disaster Service Worker if that need is greater.
2. The telework arrangement may be modified or terminated by the City at any time without prior notice to the employee.
3. Telework does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Teleworking employees must continue to comply with all City and departmental rules, policies, applicable Memoranda of Understanding, practices, and instructions.
4. Employees authorized for telework must meet the same standards of performance and professionalism expected of City employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other City employees and the public.
5. A teleworking employee must perform work during scheduled hours and may take care of personal business during unpaid lunch periods, as they would at the regular worksite.
6. Teleworking employees must complete a daily log of their activities and measured outcomes. The log should include hours worked, details of progress, any leave hours or other details as shown below: [Remote Work Time Tracking Tool](#).

Name or Description of Project	Date	Time On	Time Off	Detail of Progress - Measurable	Other Employee on this project	Note for Supervisor
Clean-up of facility	3/23/2020	9:00	12:00	Wiped down all tables, desks, chairs, computer surfaces with Lysol wipes; disposed of all trash/recycling	Rhonda C	Used up all wipes; please order more
Create/post Closure notices	3/23/2020	12:00	1:30	Created Word document and posted at 3 public entrances. Updated main webpage	n/a	3 hours of Vacation
Reported to EOC (7.5 hrs)	3/24/2020	9:00	17:00	(enter details of assignments); Lunch - 12-12:30	EOC Team	I have been asked to report again on 3/26

7. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, take vacation or other time off from work must be pre-approved in writing by each employee’s supervisor. If an employee becomes ill while working under an Emergency Telework Agreement, he/she must notify his/her supervisor immediately and record on his/her timesheet any hours not worked due to illness.



8. The employee must maintain a safe, secure and ergonomic work environment. The City assumes no responsibility for any employee expenses incurred as a result of this telework arrangement, including but not limited to office equipment or supplies, desks, chairs, electricity or other household utility costs during an employee's telework at home or any remote location.
9. All City rules regarding the use of City provided resources and the internet apply while an employee is teleworking, regardless of whether the employee is using City-provided or personal equipment, including but not limited to, any Department Service and Open Government (Digital) policies and best practices. Any questions on Digital policies should be referred to the department.
10. Employees are required to complete the [Emergency Operations Wireless Policy Waiver](#) (available on the employee website) to allow for multifactor authentication and remote desktop access, as well as complete Cybersecurity training.
11. The employee needs to provide a secure location for City-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than City business.
12. An employee who uses their personal equipment for teleworking is responsible for the installation, repair, and maintenance of the equipment and have up-to-date software. Public Records Act regulations apply, and any records created on any personal device or account may need to be produced as a result of a public records request.
13. Employees must contact their supervisors if equipment, connectivity, or other supply problems prevent them from working while on telework.
14. All files, records, papers, or other materials created during telework are City property. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to City work they access from the remote worksite or transport from their City worksite to the remote worksite.
15. The supervisor and employee need to discuss any confidential, private, or personal information and records that may be accessed and how it will be protected to avoid breaches of confidentiality. Employees should work within Remote Desktop or the Office 365 portal and should not download ANY City data onto a personal computer or device. Employees should contact Xantrion for technical assistance at (510) 272-4701 or [support@xantrion.com](mailto:support@xantrion.com).
16. For a position to be eligible, the job duties should be able to be completed independently, primarily knowledge-based, have measurable deliverables, and should not require the employee's immediate presence at the regular worksite.
17. In order to continue in the telework program, employees must consistently demonstrate sufficient dependability, responsibility, productivity, motivation, effective communication with supervisors, coworkers, the ability to work independently and accomplish their tasks; and good organizational and time management skills.
18. The employee must provide their supervisor with a cell phone or landline phone number where they can be reached during their scheduled working hours.



19. The employee must have a work area suitable for performing official business. Requirements for the designated work area will vary depending on the nature of the work and the equipment needed and may be determined by the department.
20. Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during regular work hours. Employees who suffer a work-related injury or illness while teleworking must notify their supervisor and complete any required forms immediately. The City shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the remote worksite.
21. The City is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.
22. A teleworking employee does not obtain any rights to City equipment, software, or supplies provided in connection with telework. The employee must immediately return all City equipment, software, and supplies at the conclusion of the telework arrangement or at the department's request.
23. This program is intended to be temporary in nature as a direct response to international, national, state, and local emergency issues arising out of the novel coronavirus, COVID-19. This program is not, therefore, precedent setting practice or policy.



## EMERGENCY TELEWORK AGREEMENT

During the COVID-19 emergency, the City is creating opportunities for employees to telework. It is not a universal employee benefit or precedent setting practice or policy, and all emergency telework agreements will be terminated when normal operations resume as defined by the City Manager. The direct supervisor and/or manager will evaluate the employee's request and work with each employee to develop a productive remote work plan for each week. Employees wishing to telework should complete Section 1 below. The Department Director completes Section 2.

### SECTION 1: EMPLOYEE REQUEST

<b>EMPLOYEE NAME:</b>	<b>DEPARTMENT/DIVISION:</b>
<b>SUPERVISOR NAME:</b>	<b>POSITION TITLE:</b>

#### PROPOSED EMERGENCY TELEWORK SCHEDULE:

<b>PRIMARY TELEWORK LOCATION:</b>	<input type="checkbox"/> Home <input type="checkbox"/> Other
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Check the box that corresponds to days of the week you will be working either remotely or onsite.

	MON	TUES	WEDS	THURS	FRI	SAT	SUN
<b>TELEWORKING DAYS:</b>							
<b>ONSITE DAYS:</b>							

<b>TELEWORK SCHEDULE:</b>	<b>Monday:</b> from AM to PM = hrs worked <b>Tuesday:</b> from AM to PM = hrs worked <b>Wednesday:</b> from AM to PM = hrs worked <b>Thursday:</b> from AM to PM = hrs worked <b>Friday:</b> from AM to PM = hrs worked <b>Saturday:</b> from AM to PM = hrs worked <b>Sunday:</b> from AM to PM = hrs worked
<b>Total weekly hours:</b> _____	
<b>COMMUNICATION EXPECTATIONS:</b>	Employee will return calls from their supervisor Employee will respond to e-mails Employee will check-in with their supervisor daily morning check-in call      afternoon check-in      end-of-day check-in
<b>EMPLOYEE HAS COMPLETED:</b>	<input type="checkbox"/> <a href="#">Emergency Operations Wireless Policy Waiver</a> Cybersecurity training

1. After filling out the first page of this form save a copy with your name in the file name title
2. Email the PDF to your supervisor to add duties and sign
3. Supervisor will fill out scope of work (on page 2 of this form), sign, and send back to you
4. Review the scope of work filled out by your supervisor
5. Sign with Adobe Reader (second page of this form)
6. Email the PDF to Human Resources: [human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org)



**SECTION 2: DIRECTOR OR DESIGNEE APPROVAL**

**Please describe below the scope of work to be completed by the employee:**

<p><b>Duties/Expectations/Productivity Standards:</b></p>	
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**DIRECTOR OR DESIGNEE APPROVAL:**

\_\_\_\_\_  
Director or Designee Name

\_\_\_\_\_  
Director or Designee Signature

\_\_\_\_\_  
Date

**EMPLOYEE ACKNOWLEDGEMENT:** I understand that this is a limited duration telework arrangement, based on the current COVID-19 emergency event, and is not a precedent setting practice or policy. Management has the sole discretion to approve, deny, modify, or take any other action concerning my telework request and I hold the City, its officials, employees, and agents harmless for any claim that may arise here from. I understand that I may be required to come to a City worksite on a particular day with reasonable notice to serve as a Disaster Service Worker or in the Emergency Operations Center. I have reviewed and agree to the attached Emergency Telework Guidelines.

Employee Signature

Date