Purpose
Inform employees, managers, and departments about TriMet’s Emergency COVID-19 Telework and Work from Home requirements and expectations. This policy is temporary and enacted in response to the current COVID-19 pandemic and the State of Emergency declared by the State of Oregon on March 8, 2020. Circumstances are changing daily, and TriMet may update, revise, revoke, or edit this policy as needed and as the situation develops.

Scope
This policy applies to all TriMet full-time Non-Union employees. This policy is administered by the Labor Relations & Human Resources Division (LR/HR).

Policy
In certain situations, an employee whose job position is capable of being performed from home may request to work from home or be required to work from home. TriMet will determine which job positions and job responsibilities are capable to be performed by an employee from a remote location, including at the employee’s home.

Circumstances
1. Employee Request
   Employees may request to work from home in order to allow for social distancing or to provide for flexibility if child-care is unavailable due to the closure of schools. Employees capable of working from home and performing a majority of his or her job responsibilities may be approved by their supervisor to work from home during the current state of emergency. Employees must obtain approval from their supervisors or managers prior to starting telework or working from home.

2. TriMet Decision:
   TriMet may require an employee to work from home if the employee needs to self-quarantine or if TriMet needs to employ social distancing.

Considerations:
1. Decisions regarding non-exempt (hourly/overtime eligible) employees engaging in telework should also consider the ability for the supervisor to monitor wage and hour compliance including meal and rest break requirements. Non-exempt employees are expected to follow meal and rest break requirements if approved for telework.

2. Employees may work from home either using TriMet provided equipment, or the employee’s own computer equipment. Employees will be able to log in to remotely access their work PC per IT approved methods. It is the employee’s responsibility to submit a request for remote access to
their supervisor who will coordinate with HR and IT and setup a method to remotely access his or her work PC from home. In the event of technical issues remoting into an employee’s work PC, the employee planning to work from home should prepare work that can be done without remote access to the employee’s work PC.

3. Employees may also use either TriMet provided cell phones or the employee’s own cell phone for business purposes, as needed. If the employee uses his or her own cell phone, the employee will need to comply with TriMet’s Bring Your Own Device (BYOD) Policy and acknowledge that the cell phone must be made available for inspection during TriMet investigations or litigation.

4. TriMet will not pay a stipend for work usage of the employee’s own equipment, including the computer or phone. TriMet will also not pay for any upgraded service needed to work from home (e.g. internet connection, modem, etc.).

**Employee Expectations**

1. Be sufficiently healthy and make arrangements regarding the care of children or other responsibilities to conduct his or her work. If an employee’s spouse or children are ill and require substantial care, the employee may want to consider the use of sick leave or other available leave.

2. Continue to communicate with his or her managers and/or supervisors when the employee is working from home.

3. Note on his or her Outlook calendar that the employee is working from home, and communicate to any other staff that he or she will be working from home.

4. Completion of the employee’s job responsibilities, or those responsibilities that have been approved for working from home and communicate his or her workflow to his or her manager for approval as needed.

5. Maintain communication by call in/Webex to attend meetings as scheduled. For meetings that must be conducted in-person, the employee’s supervisor shall make a decision about how the meeting is to be covered. This decision will comply with any quarantine requirements.

Non-exempt employees should take regularly scheduled lunch and rest breaks, and accurately track time as the employee would if the employee was onsite.

**Supervisor Expectations**

1. Manage and monitor his or her employees’ adherence to any rules and policies in place.

2. Continue to have the same expectations for quantity and quality of the employee’s work product completed from home.

3. Monitor the non-exempt employee’s time, and make sure that lunch and rest breaks are scheduled and taken by the employee.