

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF DECEMBER 7, 2022*

### *REGULAR MEETING*

**TO:** John Hidahl, Chair, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** Shiva Frentzen, Executive Officer

**AGENDA ITEM #3:** Consider Amending the Employment Policies and Procedures to  
Include a Remote Work/Telework Policy for El Dorado LAFCO staff

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#### **Discussion and Background**

Staff is recommending the Commission review and approve Section 5.8 of the El Dorado LAFCO Personnel Policies and Guidelines, regarding remote work.

The El Dorado LAFCO Personnel Policies and Guidelines do not currently contain a remote work policy, this new policy is intended to provide a framework for the Executive Officer and staff, going forward. This policy was drafted by LAFCO Counsel at the request of the Executive Officer.

Policy 5.8 states, "LAFCO provides employees the privilege of working remotely when appropriate. LAFCO considers remote work to be a viable alternative work arrangement in cases where the employee and the employee's position are well-suited to working remotely on either a full-time or hybrid basis. Remote work allows employees to work offsite for all or part of their regular workweek. Remote work is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not a guarantee or an entitlement and it in no way changes the terms and conditions of employment with LAFCO."

Policy 5.8 goes on to further define the parameters for remote work, including expected procedures for remote work employees, communication expectations, the remote work arrangement approval process, and home office requirements.

Attachment A: El Dorado LAFCO Personnel Policies & Guidelines Section 5.8 – Remote Work

an adverse effect on supervision, safety, security. LAFCO reserves the right to apply this policy to other relationships that create a conflict of interest or have an adverse effect on supervision, safety or security. For the purposes of this policy relative is defined as an employee's parent, child, spouse or registered domestic partner, brother, sister, in-laws, and step relationships.

## **5.8 Remote Work**

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**Procedure:** All remote work employees are expected to:

- Maintain consistent work hours during LAFCO's hours of operation. Any changes to an employee's schedule or availability must be approved by the Executive Officer. Employees should follow the applicable process for requesting and obtaining time off.
- Establish a routine of periodic work plans and reports to your manager to establish goals and document results.
- Be readily available for impromptu video, email and phone conversations. Communicate effectively and be responsive to requests (whether by phone, e-mail, or video).
- Maintain a dedicated home office environment free of distractions and background noise.
- Devote 100% of attention when working remotely as if you were in the office.
- Store all work product on the LAFCO network and do not store it on any local storage of the home computer or laptop.
- Report to LAFCO's offices and/or other work locations in person for meetings or other activities as required by the employee's manager.
- Managers may require additional methods of communication and reporting to ensure employees are accessible and reliable.

### **Communication:**

Working from a remote location adds challenges to effective communication, teamwork, and collaboration. The remote employee is responsible for ensuring effective communication and participation while working remotely and for ensuring that coworkers and the Executive Officer feel informed and confident about the work results being produced.

### **Approval Process:**

If an employee seeks a remote work arrangement, the employee must make the request and obtain approval from the Executive Officer.

Remote work can be requested on any of the following bases:

- full-time (where an employee's primary work location is remote for their full work schedule);
- a regularly scheduled basis (where an employee works a hybrid schedule, with regularly recurring days worked remote); or
- sporadic (where an employee works remotely on occasion).

Even if a full-time or regularly scheduled remote work is approved, employees can be requested to report to LAFCO offices or other work locations as needed. Remote work arrangements can be changed (either reduced or eliminated) at the discretion of the Executive Officer. Remote work arrangements for the Executive Officer will be addressed and approved, and can be changed (either reduced or eliminated) at the discretion of the LAFCO Board.

**Home Office Requirements:**

Remote work arrangements require the employee to establish a fully functioning home office environment. LAFCO will decide on a case-by-case basis whether to provide the remote working employee a computer or monitors for the home office. All other equipment and services are the responsibility of the employee to be paid at his/her expense including:

- Phone and voicemail with professional outgoing message
- High speed Internet connection
- If wireless network is used, a secure, password-protected connection
- Fax capabilities (if required to perform job duties)
- Repairs or adjustments necessary to maintain a safe working environment

Remote work is for the personal convenience of the employee and is not required by LAFCO. LAFCO maintains work facilities and equipment in its offices. Therefore, if the employee uses his/her personal computer LAFCO will not:

- Provide support for personal systems
- Provide maintenance, repairs, or adjustments of any kind
- Provide upgrades for hardware
- Provide upgrades for operating systems
- Reimburse for the purchase of any software programs

At the conclusion of employment, employees who use their own computer or other personal equipment will be required to certify that there is no LAFCO information on their computer or equipment, and to certify that all LAFCO data, information, and property has been returned.