

BAWSCA TELEWORK POLICY

Employees with an approved telework agreement may work from home or other remote location instead of working at the office. Permission to telework may only be authorized by the General Manager/CEO and must be supported by a written telework agreement between BAWSCA and the employee. At all times, working remotely is a privilege and not an entitlement – BAWSCA may suspend or revoke telework privileges at any time, for any reason, and without advanced notice. Telework is voluntary: An employee's ability or willingness to telework is not a condition of employment.

Eligibility

Only regular employees are eligible to telework. Further, eligibility to work remotely and telework is based upon the following:

- Assigned job duties must be suitable for telework as determined by the General Manager/CEO;
- At all times during BAWSCA's regular office hours, there must be sufficient staff coverage at BAWSCA's office;
- An employee that teleworks must have access to a quality high-speed internet connection that is secure and must have a non-family computer only used by the employee;
- At all times, notwithstanding any schedule, an employee that teleworks must maintain the ability to work from BAWSCA's office as requested by the General Manager/CEO;
- An employee that teleworks must maintain and exceed satisfactory work performance; and
- An employee that teleworks must have successfully completed the introductory period.

Working remotely and other telework is not offered on a full-time basis. And, an employee that teleworks is expected to work at BAWSCA's office (or in the field as may be assigned) for a majority of his or her scheduled workweek unless special circumstances dictate otherwise.

Guidelines

Prior to the start of a telework schedule, these procedures are to be followed:

- The employee must submit a written request and proposal to telework along with a proposed telework schedule, to his or her immediate supervisor, who should discuss the proposal with the General Manager/CEO. If the proposal is viewed as having potential for approval, the following steps should be followed.

- Teleworkers must complete and certify that their workspace meets the requirements stated on a "workspace checklist" and submit the completed checklist to his or her immediate supervisor for approval and signature.
- A written telework agreement must be signed by the employee, the employee's immediate supervisor, and the General Manager/CEO. Before approving the telework agreement, the employee's immediate supervisor and the General Manager/CEO must consider the impact the proposed work schedule will have on fellow employees, employee morale, and the functional needs of BAWSCA as a whole. The telework policy must be administered in a manner that will positively impact BAWSCA. Approval must be completed before the start of the employee's telework schedule by execution of a telework agreement and workspace checklist. At any time, the employee may cancel his or her telework agreement. Further, the privilege to telework and all telework agreements may be cancelled at any time by the General Manager/CEO.

An employee who teleworks or otherwise works remotely is expected to comply with the provisions in BAWSCA's Personnel Handbook and other policies to the same extent he or she would if he or she reported to the office daily. The conditions of employment are not changed by teleworking. Generally, teleworkers must meet and exceed the same work performance standards expected of employees working on BAWSCA's premises. Like their counterparts who are reporting to the office, teleworkers must maintain regularly scheduled work hours that coincide with BAWSCA's regular office hours at a designated location and must remain as accessible as their on-site counterparts via email or telephone; any change to such schedule requires preauthorization of the employee's immediate supervisor and/or General Manager/CEO. Work hours, overtime, sick leave, vacation or other leave must be approved in the same manner as when working on BAWSCA's premises. The employee's salary, benefits, and status remain unchanged.

Telework is not designed to accommodate routine child or dependent care needs and will not be approved in order to accommodate such care needs. Teleworkers may not provide child or dependent care while working remotely and are required to make arrangements for child or dependent care that will avoid interference with working remotely. BAWSCA reserves the right to require teleworkers to demonstrate that they can provide proof of adequate child or dependent care during work hours.

Teleworkers are not to engage in activities other than BAWSCA assignments during telework hours. Arrangements for flexible work schedules are subject to the immediate supervisor's and/or General Manager/CEO's approval. Violation of this Telework Policy or the telework agreement may result in disciplinary action, including but not limited to withdrawal of teleworking privileges and termination of employment. Teleworking without a written agreement or teleworking beyond the scope of the written agreement is not authorized and will not be permitted.

Equipment and Expenses

Certain expenses incurred as a result of working a telework schedule will not be reimbursed by BAWSCA including, but not limited to, the following: utility costs, home maintenance expenditures, or travel to the office if required to come in on a telework day.

BAWSCA is not obligated to compensate for loss of personal equipment due to property damage or theft. The teleworkers' homeowner's or renter's policy is the primary source of recovery against this type of loss.

In the event the employee must use their personal car for BAWSCA business while on a telework schedule, the employee will be reimbursed for mileage in excess of the distance traveled beyond the employee's normal roundtrip work commute. Employees shall not use personal vehicles for BAWSCA business if they are not insured or do not possess a valid driver's license. BAWSCA will not reimburse employees for damage to personal vehicles. The employee's own insurance is primary to that of BAWSCA's.

This policy does not alter BAWSCA's Expense Reimbursement Policy as set forth in the Personnel Handbook.

Computer Use and Security

The privilege to telework or otherwise work remotely does not alter BAWSCA's Technology Use and Privacy Policy.

Generally, BAWSCA will not purchase computers, software, software licenses, internet or phone services or office equipment, such as printers, fax machines, calculators, or furniture for in-home telework. In addition, the selection, installation, maintenance, repair or replacement of employee-owned equipment and software is the responsibility of the employee.

Irreplaceable documents, such as originals, source documents, or historical items may not be taken from BAWSCA's premises. Materials to be taken from BAWSCA's premises will be preapproved by the supervisor and/or General Manager/CEO and included as part of the telework agreement.

Security of confidential information is of primary concern and importance to BAWSCA. Teleworkers are expected to adhere to all applicable laws, rules, regulations, policies, and procedures regarding information security. The following are basic security guidelines:

- Use BAWSCA information assets only for authorized purposes, and ensure that confidential information is not disclosed to any unauthorized person;
- The computer used to conduct BAWSCA business should only be used by the teleworking employee – it must not be a family computer, it must not be left unattended and without supervision, and sensitive data must be treated just like it would be in the office;

- Confidential papers and equipment must be kept in a secure location with limited or controlled access. Computer equipment must be password-protected or other access control methods must be employed. It is the responsibility of the teleworker to employ appropriate security measures to protect BAWSCA's materials and information;
- Back-up critical information on a regular basis to ensure the information can be recovered if the primary source is damaged or destroyed;
- Use security and anti-virus protection software;
- Computer equipment should have a configuration that is compatible with BAWSCA's information technology (IT) infrastructure;
- Return material (paper documents, thumb drives and other electronic storage, etc.) containing all confidential information to BAWSCA for proper handling or disposal, if necessary;
- Adhere to copyright law by not copying or sharing any BAWSCA-owned software utilized by teleworkers, and when no longer employed by BAWSCA, remove all such software from the home computer and return any software media to BAWSCA;
- Teleworkers may be required to provide BAWSCA remote and physical access to their computers and other equipment used for BAWSCA business;
- Teleworkers may be required to provide BAWSCA access to their computers and other equipment used for BAWSCA business, in accordance with the California Public Records Act, lawful subpoenas, and other laws;
- In the event of stolen equipment, equipment malfunction, or concern of security breach, the teleworker must notify his/her supervisor immediately. If repairs or replacement will take some time, the teleworker may be asked to report to the office until the equipment is usable.

Ergonomics and Workspace

At his or her own expense, the employee permitted to telework is responsible for designating and maintaining a telework workspace that is free from recognized hazards and complies with all occupational safety and health standards, rules, and regulations. The teleworker is also responsible for setting up and maintaining an ergonomically sound workstation. Moreover, the teleworker is responsible for creating a work-conducive and professional environment. The teleworker's workspace must be free of disruptive background noise including, but not limited to, noise from family members, pets, construction work, yard work, persistent traffic, and other noise, which could be disruptive to the fulfillment of the job duties.

BAWSCA will not be responsible for costs associated with initial setup of the employee's remote office, such as remodeling, soundproofing, furniture or lighting, nor will it be responsible for repairs or modifications to the remote office space. Employees will be offered appropriate assistance via phone in setting up a workstation designed for safe, comfortable, and professional work.

Teleworkers will be provided a checklist of home safety rules and workspace ergonomic requirements – *i.e.*, a workspace checklist. Each teleworker will be required to certify that his or her home office meets or exceeds requirements for the telework assignment and that he or she will maintain a safe work environment. BAWSCA may inspect the teleworker's home office facility to ensure that safety and ergonomic requirements are met.

Illness or Injury

Any injury that occurs while the teleworker is performing work on behalf of BAWSCA from the remote office shall be covered by BAWSCA's workers' compensation insurance, unless such coverage is excluded by that policy. Workers' compensation laws and rules apply just as they would if such an injury occurred at the office. Employees must notify their immediate supervisor immediately and complete all necessary documents regarding the injury.

BAWSCA's staff and/or a third party may investigate workplace accidents occurring in the home or other remote location. Teleworkers will be liable for injuries to third parties, including members of the teleworker's family, on the teleworker's premises. BAWSCA will not be held liable for damage to the employee's real or personal property.

Timekeeping

Non-exempt telecommuting employees will be required to record hours worked each day and to submit accurate time cards to their immediate or higher supervisor as set forth in the Personnel Handbook. Non-exempt employees must record their meal breaks as required by the Personnel Handbook. Failure to submit accurate time records as set forth above or to comply with this policy or other policies set forth in the Personnel Handbook may lead to disciplinary action, including but not limited to withdrawal of telecommuting privileges.

Tax Consequences

Employees who telework are responsible for the tax consequences, if any, of the telecommuting arrangement.

Employer Inspection

BAWSCA retains the right to periodically inspect the teleworker's home office, in addition to computers and other equipment used to conduct BAWSCA business, to ensure compliance with workplace safety requirements, other laws, and computer security requirements. If the workspace and equipment do not meet BAWSCA's standards for safety and computer security, BAWSCA reserves the right to terminate the telework agreement.

At-Will Employment

Employment remains at-will regardless of whether the employee works at BAWSCA's facility or in a telecommuting arrangement.