

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: May 6, 2020
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Review and Approval of Emergency Telecommuting Policy

RECOMMENDED ACTION:

Staff recommends that the Board review and approve the Emergency Telecommuting policy (**ATTACHMENT 1**) as presented or in substantially the same form.

FISCAL IMPACT:

There is no fiscal impact associated with approving this policy.

FUNDING SOURCE:

Not applicable

FUNDING BALANCE:

Not applicable

DISCUSSION:

As a result of Coronavirus Disease 2019 (COVID-19) and the subsequent state and county orders (Orders) requiring employees to Shelter-in-Place (SIP), the District had to quickly shift normal operations, to provide continuity of service. While the District had a practice of allowing employees to telework before COVID-19, the new SIP Orders required us to roll out the practice agencywide, and consequently, develop guidelines and a written policy, outlining the new work arrangements, which cover about 63% of staff. The draft policy was also provided to the District from the labor and employment law firm, Liebert Cassidy Whitmore (LCW).

Staff asks the Board to review and approve the legally vetted policy, as presented.

ATTACHMENT:

1. [Draft Emergency Telecommuting Policy](#)