

**Emergency Response Manual updates on  
Teleworking/ Working from Home,  
School/Daycare Facility Closures and Mandated  
Distance Learning**



# Background

Based on Governor Newsom's July 17, 2020 announcement regarding updated Guidance for Schools and School-Based Programs and the impacts to the County's workforce the Human Resources Department updated the below listed sections of the Human Resources Emergency Response Manual to include the use of Alternative Work Schedules:

- Section 7 Teleworking/Work from Home
- Section 17 School/Daycare Facility Closures and Mandated Distance Learning



# Alternative Work Schedules

Both Section 7 Teleworking/Work from Home and Section 17 School/Daycare Facility Closures and Mandated Distance Learning have been updated to reflect that during the declared local emergency department heads are encouraged to implement alternative work schedules and hours to ensure continued service delivery to the public as well as addressing the needs of impacted employees.

The parameters for Alternative Work Schedules are as follows:

- At the discretion of the department head or designee and where operationally feasible
- Must commence at the beginning of a pay period
- May include a combination of telework or reporting to the regular worksite. Examples of Alternative Work Schedules are:
  - Split Schedule
  - Early or Late Schedule
  - Combination Arrangement
  - Weekend Work Combination

**Questions?**

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