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CALEB C. D. KATZ, MANAGER

## Emergency Remote Work Policy

November 10, 2020

### Purpose

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. In the interest of protecting employee health & safety and proactively slowing the spread of the COVID-19 virus, the Village of Calumet has implemented an emergency remote work policy following MiOSHA Emergency Rules dated 10/14/2020 stating “*the employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.*” To this end, all employees are expected to employ the practice of working at home, instead of working at the primary place of work (e.g. the office), unless otherwise specified below.

The Village of Calumet reserves the right to terminate or extend the emergency remote work policy at any time given the constantly evolving nature of the COVID-19 situation. Employee compensation, benefits, work status, and work responsibilities will not change because of the emergency remote work policy. This coronavirus (COVID-19) policy is subject to changes with the introduction of additional governmental guidelines.

### Emergency Remote Work Guiding Principles

In implementing emergency remote work, The Village of Calumet has followed these principles:

- If the business needs to change, emergency remote work logistics may change.
- The program will be transparent to all employees.
- The program will be consistently applied to all eligible employees.
- The Village Manager will provide weekly written updates to the Board of Trustees as to whom is working remotely and how they may be reached during business hours.

### Scope

This coronavirus policy applies to all regular full-time and/or part-time employees at the Village of Calumet.

**Eligibility Criteria:** Full-time/part-time employees whose work can be done, even partially, without a physical presence in the workplace.

Not all roles are suited to remote work because they require extensive use of onsite resources, hands-on service, or other business operations; or it is not feasible for the employee to work remotely. The following roles are not eligible for remote work and are still expected to work onsite:

- Village of Calumet Department of Public Works who must be on-site due to the nature of their work: repairing heavy machinery, plowing, and removing snow from the streets, sidewalks and other Village areas, as well as repair and maintenance of Village property.



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- Village of Calumet Administrative and Office Staff whose work includes payroll, accounting, reconciliations, check signing and dispersal, and any function that requires the use of materials only available at the Village Office.

The number of hours the employee is expected to work per day, or per pay period, will not change because of the emergency remote work policy. Employees are required to work their scheduled hours during the core hours of 8:00am and 4:00pm.

Employees are required to be available by phone, chat, and/or video-conference during scheduled hours, except for the lunch period.

The employee's offsite work location is to be considered an extension of the primary work location. The employee is responsible for compliance with health and safety regulations while working in their home office. The employee promises to maintain safe working conditions at the secondary work location and to practice the same safety habits in the designated secondary workspace as in their primary workspace.

Caleb C.D. Katz  
Village Manager



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