

# Policies and procedures



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

**Subject** Temporary COVID-19 Telework Policy  
**Section** Human Resources: Information Services; Sustainability  
**Approved by** Marissa Madrigal, Chief Operating Officer  
**Effective date** April 13, 2020 (until revoked by the Metro COO)

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## **POLICY**

*Metro seeks to responsibly respond to the COVID-19 situation in the metropolitan region by providing telework provisions with the intention of promoting employee and public health and safety.*

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### **Applicable to**

All employees including regular status, variable hour and temporary employees.

*Where provisions of an applicable collective bargaining agreement directly conflict the provisions of that agreement will prevail.*

### **Definitions**

COVID-19: The novel coronavirus Disease 2019 is officially referred to as COVID-19. It is the condition caused by the coronavirus and appears to present with flu-like symptoms including fever, cough or difficulty breathing.

### **Policy**

1. Telework: During the time that this policy is activated, Metro will relax its normal policy regarding telework in the following manner:
  - a. Eligibility requirements will be temporarily suspended and employees may be able to telework for COVID-19 related reasons.
  - b. Telework under this temporary policy will be guided by the following parameters:
    - i. Manager approval must be obtained;
    - ii. The nature of the employee's work must be amenable to telework and sufficient work must be available.
    - iii. Telework Agreements will not be required and will not need to be submitted to Human Resources.
    - iv. Employees should be aware that Metro documents, communications and work products stored on personally owned

devices are subject to public records law. Managers should provide employees with necessary equipment and or systems (e.g., thumb drive, attaching document by email) to routinely and systematically save documents for future storage on Metro devices. The use of personally owned electronic devices such as home computers, laptops, smart phones and tablets to access Metro's internal networks may subject the personal device to review and possible disclosure.

- v. Teleworking employees must comply with the performance and conduct standards for their position; the equipment, software, and remote access standards established by the Information Services Department; and all other Metro policies and procedures.
  - vi. The number of hours worked by the employee will not change because of telework.
  - vii. Teleworking employees may be required to track their work hours, even if they are paid on a salary basis, to facilitate management of the position and workload, and to ensure productivity remains consistent with expectations.
  - viii. While teleworking, employees are expected to devote their time to the agreed upon telework days and hours and not to engage in other non-work-related activities. However, the standard requirement to have other child care while teleworking is temporarily waived.
- c. Telework arrangements approved during the COVID-19 period may be revoked upon declaration of termination by Metro's COO, and telework access granted during this period may be disabled by Metro Information Services.

## References

Conduct Expectations

Metro Resources: Acceptable Use policy

Information Technology: Acceptable Use policy

Records and Information Management policies and procedures