

Directive to Work from Home

In order to aid in protecting the health and safety of employees and the work environment, the City of Fairfield has chosen to direct certain non-essential employees or those with the capacity to effectively perform their job functions remotely to work from home during some or all of your assigned hours of work. Although the City of Fairfield, Ohio remains open, you are being assigned to perform all or some of your job functions from home. This directive is intended to clarify your responsibilities and circumstances under which you may be required to report to work. This directive will remain in effect until the emergency no longer exists, such time to be determined by the Governor of the State of Ohio or the Fairfield City Manager or at such time as the your Supervisor determines that your job functions are essential or the City will function more efficiently by your return to your designated work location for your employment at the City of Fairfield.

The purpose of this directive is to clarify some your responsibilities when you work from home.

1. The City's work from home directive to you will continue for such period and for such of your work shifts as communicated to you by your supervisor. While the City expects your work from home assignment will continue until the State of Emergency is resolved, it is possible that your assignment to work from home may be changed at any time for any reason. The City retains complete discretion to modify your assignment at any time for any reason. If your work from home assignment is terminated, you will be expected to begin working at your normal work location at the City of Fairfield.

2. If the City finds there are serious work-related problems or your job responsibilities are designated essential functions, you may be required to report to work at your normal location. If your work performance suffers and your supervisor feels it would be in the City's best interest to terminate your work from home assignment and require you to report to work at the City, you will be required to do so. If you choose not to return on the assigned date, the City will consider that to be an absence without approved leave and it would be treated as such under our City policies.

3. Work from home is not an employee benefit available to all employees. This arrangement is being made solely to protect the health and safety of employees and the work environment and to follow the guidance of the Governor of the State of Ohio during the current state of emergency. As such, no City employee is entitled to or guaranteed the opportunity to work from home.

4. Your compensation, job responsibilities, and benefits will not change because of your assignment to work from home. You are required to communicate with your supervisor to receive job assignments and you may be required to complete educational materials during your work from home assignment. During your work from home assignment, you are required to: be available by phone, be ready to work, and check your e-mail during your normal work hours. Further you are required to report any requests for time off using the Munis employee self-serve program. You will be required to continue to comply with any work-related policies and procedures as would apply were you working at your normal work location including being fit for duty in the event you are called in to work. In addition, you acknowledge that this directive is not an employment contract and that if your employment considered part-time or employment-at-will, it remains part-time or an "employment-at-will" relationship.

5. Your total number of working hours is not expected to change because of your directive to work from home. If you expect to work more than your standard number of hours, you must discuss and obtain approval for that extra time in advance with your

supervisor. In addition, all hours worked in excess of forty hours per week must be approved in advance by the City, just as any of our employees' overtime would have to be approved.

6. Your normal work schedule for the days you work at home and days you report to your normal location may be modified by the City. During your work from home, you may be required to come to the City to work on a modified schedule or on an "as needed" basis. You are not permitted to alter your work schedule or work hours without prior approval or direction from your supervisor.

7. There may be times when you will be requested to come into the office on a day that you might have planned to spend at home. The City will attempt to minimize such visits, but you must come in when requested.

8. During your work from home, you may be provided a personal computer or other equipment as needed to perform your job effectively at home. You are required to properly care for such equipment at your home. Any such equipment remains the City's property and must be returned to the City upon request. When the City's equipment needs to be returned for whatever reason, you agree to return it yourself or to allow the City to arrange to pick it up at your home.

9. Any personal computer, or other office equipment or materials provided by the City will be provided for use on City-related assignments. You may use those items for reasonable personal purposes, so long as such use does not create a conflict of interest with your job or violate any of the City's policies. The City's property may not be used by persons other than yourself during your work from home assignment and City-owned software may not be duplicated except as formally authorized by the City.

10. The City will not reimburse you for travel expenses to and from the City on days you are normally scheduled to be in the office or on days that or for travel expenses related to being called in to work.

11. The City will not reimburse you for any home repairs or expenses, such as new furniture, construction, renovations, lighting, heating, air conditioning, etc., even if such repairs or expenses have an indirect, positive impact on your work performance or work from home area.

12. The security of the City's property and any confidential information available to you in your home is as important as it is in the office. You are expected to take reasonable precautions to protect equipment and information from theft, damage, or misuse and protect confidential information from unauthorized disclosure or release.

13. The City will be responsible for any work-related injuries under Ohio workers' compensation laws. But this liability is limited to injuries resulting directly from your work. Any claims will be handled according to the normal procedures for workers' compensation claims.

14. In no case will you take home proprietary or confidential materials or information except with the City's prior approval. In addition, all City-related projects and work product (including copyrights) developed at home are automatically assigned to and owned by the City.