




## RETIREMENT BOARD POLICY AND REFERENCE MANUAL

<b>SUBJECT:</b> DECLARED EMERGENCY OR DISASTER TELEWORK POLICY	<b>Section:</b> 2-49 <b>Date Adopted/Revised:</b> 05/08/2024
<b>SYSTEM(S):</b> JOINT BOARDS	<b>Approved:</b>  Retirement Administrator

### PURPOSE

This policy establishes provisions for employees required to work from home during a declared emergency or disaster, as designated by federal, state, or city officials, or by the Joint Board and Retirement Administrator. This policy ensures continuity of operations and minimizes disruptions in services provided to Systems' Members, the City and the Systems' financial and investment activities. This policy also outlines a reimbursement program for employee expenses incurred while teleworking during a declared emergency or disaster.

### POLICY

It is the policy of the Retirement Boards that in the event of a declared emergency or disaster, Retirement Office Staff will begin a full-time work from home schedule. This telework schedule will remain in effect until the emergency or disaster declaration is rescinded by the aforementioned parties. Staff will continue to follow established telework guidelines.

#### Telework Reimbursements

The Joint Boards recognizes the potential for incurring additional expenses while teleworking during an emergency or disaster. To acknowledge these costs, the Boards will determine a fixed telework reimbursement amount at a meeting following the emergency declaration. Details regarding the reimbursement process will be communicated to staff upon the determination of the amount.

Payment of this reimbursement will be automatic to CFRS Retirement Staff at the end of the declared emergency or disaster. No receipt required.