




RETIREMENT BOARD POLICY AND REFERENCE MANUAL

SUBJECT: DECLARED EMERGENCY OR DISASTER TELEWORK POLICY	Section: 2-49 Date Adopted/Revised: 05/26/2020
SYSTEM(S): JOINT BOARDS	Approved:  Retirement Administrator

PURPOSE

The purpose of this policy statement is to follow the concept of provisions outline in the City of Fresno Emergency Order 2020-15 and declared emergency related to COVID-19; and to apply those work related provisions to any emergency or disaster recovery situation. This policy permits CFRS Retirement Office Staff to work from home during a declared emergency or disaster to prevent business disruptions in services provided to Systems' Members, the City and the Systems' financial and investment activities.

POLICY

It is the policy of the Retirement Boards that Retirement Office Staff designated to work from home during a declared emergency or disaster will follow the overall work guidelines outlined by the City's Emergency Order 2020-15.

Telework Reimbursements

CFRS have not been a remote work force and the Boards recognize that employees are likely finding there are many advantages and disadvantages of working from home. The City's Emergency Order [EO] 2020-15, outlines provisions for reimbursing employees for expenses related to work use of non-work provided mobile phones and internet services.

Preserving the principles set forth by the City's EO 2020-15, CFRS, in lieu of the designated \$1 per day for home internet use and \$1 per day of home telephone use, will allot to each Retirement Office Staff member a "telework remote expense" reimbursement for each month working from home or intermittently working from home. The telework remote expense reimbursement, in the amount of \$50 per month, to be paid to each Retirement Office employee following the order to return to work announcement. This expense reimbursement is also applicable to the Retirement Office Administrative Staff that have alternate schedules in office and work from home to ensure Reception Area coverage during the COVID-19 crisis.

Payment of this reimbursement will be automatic to CFRS Retirement Staff at the end of the shelter in place order. No receipt required.