



**To:** Oelwein City Council

**From:** Dylan Mulfinger, City Administrator

**Subject:** COVID-19 (Coronavirus) Work from Home Policy

**Date:** 4/13/20

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The City has taken several measures to ensure that employees are safe. One major step is allowing employees to work from home during this difficult pandemic. Employees who are working from home must adhere to the following:

- Employees must be able to respond from home within minutes
  - This includes email, cell phone, or home phone
  - Employees without a city issued phone will not be required to use their phone for city business, but they are required to respond to their supervisor on their personal phone
- The Employee's workspace must be free from distractions and disturbances as practicable including disturbances from children, family members, pets, and others during work hours.
- The Employee is responsible for maintaining availability, appropriate levels of production, and quality of work while working from home.

Inadequate availability, work production and/or work quality may be cause for modification or termination of the Employee's participation in work from home. In such instance, the Employee may, without right of appeal, be required to return to work at City's business location or be subject to other arrangements including reduction in pay or being required to use various types of paid time off if the emergency continues.

The City Administrator understands that working from home is a crucial tool to be used during the COVID-19 pandemic. The City will end work from home once the pandemic has ended. The City will continue to practice work from home sporadically too ensure that systems are current and that work from home can be enabled in emergencies.