

COVID-19 Telecommuting, Arrangements and Hot Topics

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WHAT YOU NEED TO KNOW

- Arrangements can be temporary
- Non-Essential Personnel
- Essential Personnel
- Resourcing telecommuting workforce



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CONSIDERATIONS

- Which employees can really be considered “Non-Essential”?
- Are there some positions that can be performed mostly from home, but will require occasional in office work?
- Are there some positions that cannot work from home?
- If “Non-Essential Personnel” are not at work, can we practices social distancing with “Essential Personnel”.



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CONSIDERATIONS

- Digital/Electronic Resources
- Access to file (intranet)
- Allow temporary remote login's to server
- Laptops
- Allow temporary removal of files and equipment
- Remote timeclocks (logins, apps, paper)
- Ensuring meal and rest periods



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CONSIDERATIONS

- Workflow assignments and arrangements
- Communication while on temporary telecommuting regarding workflow and completion
- Regular virtual meetings while on temporary telecommuting
- Morale
- Lack of fellowship



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POLICY PROVISIONS

- Must state that it is temporary
- Must state required hours of work
- Must state if they can use church equipment at home or if you will pay an allowance for home electronic use
- Must state non-exempt employees are still required to keep accurate time cards
- Must state non-exempt employees are still required to take 10 min rest period and 30 minute meal period



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EXAMPLE TELECOMMUTING POLICY

Due to the current COVID-19 outbreak, we have instituted the following temporary telecommuting policy for employees who's position are conducive to working from home. Your positions "_____" has been determined to be conducive to work from home.

These arrangements are expected to be short term. We will continue to monitor guidance from health officials and the need for telecommuting.



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EXAMPLE TELECOMMUTING POLICY

- Ensure each employee signs the policy
- Ensure each employee understands the arrangements
- Ensure employees understand who to contact if they have questions
- Ensure employees know how to access resources



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ESSENTIAL PERSONNEL WORKPLACE DISTANCING POLICY

In an effort to reduce the potential of spread COVID-19, Essential Personnel working in the offices are required to stay six feet apart at all times. All meetings will be held virtually. Any employee that may be sick at all is prohibited from the workplace and must stay home.



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HOT TOPICS

- If my employees can't work due to office closures do we have to pay them?
- Can I require employees to use their vacation if our offices are closed?
- Can I require employees to use sick leave if our offices are closed and they aren't sick?
- What if our offices close, and our employees take sick leave, but we don't enough money to pay everyone out?



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HOT TOPICS

- Can I reduce my employees schedule and make them work less hours?
- If I have to lay people off, do I have to give them a certain amount of notice?
- If I have to lay people off, what must be included in the notice?
- If we pay into SDI are there additional benefits available under FMLA or Paid Family Leave?



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HOT TOPICS

- Are there emergency bills that have passed to extend unemployment benefits?
- Are there emergency bills that have passed to extend sick leave benefits?
- Do I still have to pay exempt employees if they are not working?
- If my school is closed, can I pay teachers to come in an clean?
- If I have essential personnel working and someone contracts COVID-19, will the church/school be held liable?



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QUESTIONS?

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