

**PUBLIC UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY**

**RESOLUTION NO. 2024-008**

A RESOLUTION of the Board of Commissioners of the Public Utility District No 1 of Jefferson County, Washington (“the PUD”), Adopting a Hybrid Remote Work Policy to replace its current Telecommute Policy to promote in-person collaboration among team members.

WHEREAS, the PUD management has prepared a Hybrid Remote Work Policy for the Board of Commissioners to consider how the PUD can update our Telecommute Policy to the PUD’s operational need, post COVID-19 pandemic.

WHEREAS, the Board of Commissioners of the PUD has reviewed the Hybrid Remote Work Policy at its April 2, 2024, Regular Meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington as follows:

The Board of Commissioners of the PUD hereby adopts the attached Hybrid Remote Work Policy.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 2<sup>nd</sup> day of April 2024.

DocuSigned by:  
*Jeff Randall*  
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Jeffrey Randall, President

DocuSigned by:  
*Daniel S. Toepper*  
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Dan Toepper, Vice President

ATTEST:

DocuSigned by:  
*Kenneth Collins*  
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Kenneth Collins, Secretary



| JEFFERSON COUNTY PUD #1 |                           |
|-------------------------|---------------------------|
| <b>Policy Name</b>      | Hybrid Remote Work Policy |
| <b>Department</b>       | Human Resources           |
| <b>Effective Date</b>   | April 2, 2024             |
| <b>Resolution No.</b>   | 2024-008                  |

## HYBRID REMOTE WORK POLICY

### **Purpose and Scope**

To establish a Hybrid Work Policy and set forth conditions and expectations for its office based non-represented staff and employees represented by Laborers. The goal is to ensure continuous operations through sustained performance, team cohesion, cross-team collaboration, and positive relationships. Each employee has a vital part to play in building and sustaining strong teams to serve our community. A Hybrid Remote Work Policy allows employees to perform regular work duties at home or in a remote work location. It is a voluntary work alternative that may be appropriate for eligible employees. An employee's ability to work remotely may be based on their performance, specific work assignments, consistency, in-person team relationship building, and the availability of a dedicated remote workspace.

### **Eligibility**

This policy applies to all PUD non-represented staff and employees represented by Laborers. To work remotely, employees must have a signed remote work agreement on file.

Employees may work full-time in the office or in a hybrid arrangement, as stated below and subject to approval by the employees' manager and the General Manager.

Employees must meet the following pre-approval requirements prior to entering a telecommuting arrangement:

1. Must have been employed by the PUD for at least three months.
2. Availability of high-speed internet, with a minimum download speed of 25 Megabits per second (Mbps), capable of supporting high-quality video/audio conferencing and communication, rapid large file transfer, and access to any online networks or software required to perform the duties of the position.
3. Ability to demonstrate the repeated procurement of a safe and hazard-free workspace that enables the employee to perform work involving any sensitive or protected information without compromising the security of said information.

### **Hybrid Work Schedule**

The standard hybrid working schedule for hybrid employees is:

- Three workdays per workweek in the office/in-person or the equivalent hours depending on your agreed upon work schedule. Scheduled days in the office will be determined by the Department Head.
- Two workdays per workweek working remotely from the employee's home.

The PUD may require employees to report to the office/work in-person on different or additional days than the standard hybrid working schedule as needed based on the employee performance and/or the PUD's business or other needs, including but not limited to attending

certain meetings, trainings, projects, deadlines, or urgent matters requiring in-person work.

Hybrid employees generally should not split a single workday between remote and in-person/office work unless special circumstances apply, which employees should discuss with their manager.

Hybrid employees should consult with their manager regarding:

- Expectations about which days to report to the office/in-person and work hours.
- Work activities appropriate for office/in-person work and remote work.
- Any questions regarding an employee's particular hybrid work plan.

Hybrid employees should have open communication and transparency with their manager and colleagues/team regarding schedules, locations, availability, and contact information.

### **Office/In-Person Work Protocols**

Hybrid employees must live within Jefferson, Kitsap or Clallam County per our Residency Requirement found in our Employee Handbook. Employees should report to their assigned office on the days they work in the office/in-person.

Hybrid employees must comply with all the PUD policies and procedures regarding remote work on the days they work remotely. Hybrid employees are expected to dedicate their full attention to job duties during the working hours. Remote employees must make childcare and elder care arrangements as if working in the office. If any of these things pose a problem for you, please reach out to your manager to discuss your situation. The PUD reserves the right to revoke a remote work arrangement for any legitimate business need.

Hybrid employees must review and familiarize themselves with employee and employer responsibilities that apply to all remote work, including but not limited to:

- Continued compliance with all PUD policies while working remotely, including but not limited to PUD policies on anti-discrimination and anti-harassment, and electronic communications. The employee's duties, responsibilities and conditions of employment remain the same as if the employee were working at the PUD's official work location.
- Timekeeping for non-exempt employees.
- Rest and meal breaks.
- Quiet and distraction free workspace and high-speed internet connection.
- Equipment and technology support.
- Information security. PUD-held information on the customers of the PUD may not be disclosed without a clear business need, or public disclosure request through the PUD's Public Records Officer.
- Employees working remotely shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence.
- Safety, health and hazard-free work environment.
- Communication and engagement with the employee's manager and colleagues

### **Reasonable Accommodations Based on Disability**

The procedures and requirements set out in this policy do not restrict an employee's ability to request a reasonable accommodation for a disability under the Americans with Disabilities Act (ADA) or applicable state or local law. Employees requesting reasonable accommodation for a disability should contact Human Resources.

**HISTORY:**

Effective April 4, 2024 (Resolution 2024-008)

**ATTACHMENTS:**

Resolution 2024-008 – Hybrid Remote Work Policy

**ASSOCIATED FORMS:**

Hybrid Remote Work Agreement

**NOTE:** This policy supersedes and replaces the following:  
Telecommuting Policy, Resolution No. 2020-012

**SIGNATURE:**

\_\_\_\_\_  
**KEVIN STREETT**, General Manager  
Jefferson County PUD #1

\_\_\_\_\_  
Date Signed

**HYBRID REMOTE WORK AGREEMENT**

This agreement sets forth the conditions under the Hybrid Remote Work policy which your remote work program is sponsored by Jefferson County PUD (the PUD). This agreement does not change the basic terms and conditions of your employment. You will remain subject to the same employment policies and procedures set forth in the PUD’s Employee Handbook. This

agreement may be modified by the PUD at its sole discretion, and there may be times when you are required to spend more time than planned in the office upon Jefferson County PUD's request. Your rate of pay, job responsibilities, and benefits do not change because of participation in a remote work arrangement.

**Performance Expectations:** You agree to do the following:

1. Work remotely 2 days per week or the equivalent hours depending on your agreed upon work schedule. Scheduled days in the office will be determined by the Department Head.
2. Report to the PUD's office work location as necessary for meetings, training, and other required work activities upon the request of my supervisor.
3. Complete a daily work log of all assignments completed while working remotely.
4. Obtain prior approval to work any overtime hours (for non-exempt employees).
5. Remain available for calls from co-workers and supervisors during your determined hours.
6. Take all required breaks (for non-exempt employees).
7. Meet established job standards and goals.
8. Provide progress reports and review work with my supervisor as established.
9. Maintain a designated remote workspace free of recognized safety hazards.
10. Take reasonable precautions to protect Jefferson County PUD equipment from theft, damage, or misuse.
11. Keep all Jefferson County PUD material and equipment in your designated remote workspace.
12. Not use remote work as a substitute for childcare or elder care. If you have small children or are providing primary care for an elderly adult, you will make arrangements for childcare or elder care during your agreed upon work hours unless you and your manager have agreed upon another arrangement.
13. During work hours, devote my full professional time and attention exclusively to rendering services to Jefferson County PUD.

**Equipment:** Any equipment, software, or data provided by Jefferson County PUD for use in your home remains the sole property of Jefferson County PUD and may only be used for business purposes. Jefferson County PUD property, equipment, supplies, computers, or software and must be used in accordance with PUD policy. Jefferson County PUD owned software may not be duplicated. No household member or anyone else is permitted to use Jefferson County PUD equipment or software. All equipment must be returned to Jefferson County PUD upon request, in the event of an extended leave, upon resignation or termination, or if the hybrid remote program ends. You must work from a location that has the necessary connectivity to the internet to be available for video teleconferencing and other virtual meetings. Therefore, an internet package that provides a minimum of 25 Megabits per second (Mbps) in download speed is required.

**Security:** Jefferson County PUD and customer information must be protected from unauthorized or accidental access, use, modification, destruction, or disclosure through the use of locked file cabinets and desks, regular password maintenance, and other appropriate steps. Restricted-access materials may not be taken out of the Jefferson County PUD office or accessed through the computer unless approved in advance by your manager. No Jefferson

County PUD work may be done on your own personal home computer. All hard copies of confidential information should be discarded by using a shredder. While using the computer and on phone calls, employees must comply with all confidentiality requirements for sensitive and proprietary information. Employees must comply with Jefferson County PUD's IT Resources and Communications policies.

**Costs:** Unless required by law, Jefferson County PUD is not responsible for costs associated with the initial set-up of a home office, such as remodeling, repairs, lighting, or new furniture, nor for any home-related expenses such as heating/air conditioning or electricity.

**On the Job Injuries:** If you sustain an injury while working within your remote work location in conjunction with your regular work duties, you may be covered under the Jefferson County PUD's workers' compensation policy. You must report an injury to your supervisor as soon as reasonably possible and get instructions for obtaining medical treatment.

**Taxes:** You may incur new tax liabilities related to working from a home office. Employees are encouraged to contact a qualified tax professional to discuss income tax implications. The PUD will not assume any additional tax liabilities.

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## ACKNOWLEDGEMENT

This Remote Work Agreement may be discontinued at any time by either yourself or Jefferson County PUD. If your job performance suffers under the remote work arrangement, you may be required to return to the office. If you choose not to return, your response will be considered a voluntary resignation. I affirm by my signature below that I have read and understand this agreement and agree to accept all of its provisions.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_