





<b>Title: Hybrid/Remote Work Pilot Program</b>			
<b>Administered By: Human Resources Department</b>			
<b>Issue Date</b>	<b>Revision Date</b>	<b>Department Head Approved</b>	<b>City Manager Approved</b>
March 30, 2025	N/A	Signed by:  F6039B40F6F94B8...	DocuSigned by:  8CB6AE0895944B4...

## **ARTICLE I - PURPOSE**

### **Section 1.1 General Purpose**

The purpose of this policy is to provide guidelines for innovative work arrangements that support employee productivity, work-life balance, and operational efficiency while ensuring excellent service to the community. The Remote/Hybrid Work Pilot Program (“Program”) is designed to evaluate the feasibility and effectiveness of remote or hybrid work arrangements for eligible employees within the Executive, Management, and Confidential groups. The Program aims to emphasize outcomes & productivity over physical presence, foster a trust-based culture, and provide directors with the flexibility to implement hybrid/remote work effectively while ensuring productivity and operational efficiency.

This pilot program is subject to periodic review and evaluation, and the City reserves the right to modify, suspend, or terminate the Program at any time. Participation in the Program is a privilege, not a right, and is contingent upon the City’s operational needs, the nature of the employee’s position, and managerial discretion. This policy outlines the expectations, requirements, and limitations of the Program. The City of Corona reserves the right to amend or rescind this policy at its sole discretion. Participation in the Program does not alter the at-will employment relationship or create any contractual rights.

## **ARTICLE II - SCOPE**

### **Section 2.1 General Scope**

Eligible employees may be approved for hybrid/remote work privileges, when their essential job functions are deemed conducive to hybrid/remote work, subject to approval from the respective Department Head and as allowed under this policy. This determination is made after a comprehensive assessment of the employee's position and compatibility with a hybrid/remote work framework and consideration of the employee's work performance. The Human Resources Department is available to assist in determining position eligibility.

## **Section 2.2 Exemptions from Scope**

Certain positions are inherently unsuitable for hybrid/remote work due to operational requirements and positional responsibilities. Positions unsuitable for hybrid/remote work are excluded from this pilot program.

## **ARTICLE III – ELIGIBILITY**

### **Section 3.1 Eligibility**

Eligibility for participation in the Program will be determined by the City Manager or designee based on the following criteria:

- The employee's position must be suitable for remote or hybrid work.
- The employee must demonstrate a history of reliable performance and accountability. Annual employee evaluations should include a discussion of the employee's performance while working remotely.
- Participation must not adversely impact departmental operations, teamwork, or service delivery.
- The employee must have passed probation or be provided an exemption by the Department Head.
- Employee must have the proper work set-up and equipment that will enable them to perform their job duties remotely, as described in section 4.2.

## **ARTICLE IV – PROGRAM GUIDELINES**

### **Section 4.1 Remote Work Agreement**

Eligible employees must first request to work remotely from their Department Director in writing (e.g. email or memorandum). The Department Director has the discretion to approve or deny the request in writing. If initially approved in writing, the employee must sign a Hybrid/Remote Work Agreement provided by the Human Resources Department and agree to abide by all its conditions. The completed Agreement should be submitted to the department head for review and approval. Once approved, the Agreement will be signed by the department head and maintained on file by the Human Resources Department. The City Manager or designee may audit and modify the list of employees approved for hybrid/remote work at any time, at his/her sole discretion. Participation in hybrid/remote work may be revoked at the discretion of the City Manager or designee for

any reason, including but not limited to performance issues, operational needs, or noncompliance with this policy.

Hybrid/Remote Work Agreements are reviewed annually with/during employee's performance review. At that time, the Agreement may be extended an additional year. Extensions shall be granted in writing and at the sole discretion of the department head, based on the employee's past performance and operational needs. Extensions are subject to the eligibility requirements as outlined in Section 3.1.

#### **Section 4.2 Worksite and Equipment**

Hybrid/Remote employees must designate a location(s) in the Agreement that is suitable for performing City business in their Alternate Worksite(s).. Alternative Worksite(s) should be conducive to productivity, free from distractions, and comply with health and safety standards. The City encourages remote employees to use an ergonomically appropriate Alternative Worksite.

Injuries sustained by the employee at an Alternative Worksite and in conjunction with their regular work duties are covered by the City's workers' compensation policy, as they would normally be covered at a City worksite. Hybrid/Remote employees are responsible for reporting all on-duty injuries, at the time of occurrence, in accordance with Workers' Compensation regulations. Hybrid/Remote employees are subject to the City's Safety Policies and Procedures. These policies are available on the City's Intranet ("AtWork" website) available [here](#).

Employees working remotely must be equipped for hybrid/remote work with their own personal items not provided by the City. This includes but is not limited to, having the proper internet connection, computer/electronic equipment, printer/scanner, and office supplies. The City is not responsible for damage to an employee's personal equipment or property while the employee is remote. The City will, however, provide access to software systems required for completing job duties remotely.

To ensure secure and efficient remote work, the City may provide employees with the necessary Information Technology (IT) equipment and access. This will be at the discretion of the City Manager or his/her designee. However, the City is not required to provide supplies and equipment to remote/hybrid employees. If provided with City equipment/supplies, the remote employee must protect City property from possible theft, damage, and loss and may be held financially responsible in the event of theft, damage, or loss, as allowable by law.

If the employee is unable to work remotely due to the failure of equipment (e.g., telephone line, computer, internet connection, etc.) that technical support cannot resolve over the phone or due to other extenuating circumstances, the employee must report to his/her onsite work location or use annual leave while unable to work.

### **Section 4.3 Work Hours**

Employees must adhere to their approved work schedules and remain available during regular business hours. Any changes to the approved schedule require prior written approval from the employee's supervisor. All employees must comply with California employment laws, including but not limited to wage and hour regulations, meal and rest break requirements, and overtime rules. Employees are required to accurately record all work hours, including start and end times and meal breaks. Non-exempt employees must receive authorization to work overtime from their supervisor. Non-exempt employees are required to adhere to their work schedules as defined in their respective Memoranda of Understanding (MOU)/Resolutions. Overtime is also subject to the terms contained with the MOU(s)/Resolutions.

The City as a whole and/or individual departments and/ or divisions may create an "Anchor Day," wherein all employees work from their City-assigned workstation. This will be utilized at the sole discretion of the City Manager or his/her designee or department heads/division managers.

If the employee is not performing work duties during their regularly scheduled hours, they must request time off. Procedures for requesting and reporting time-off, unplanned leave, sick leave, and/or change in work hours shall be the same as those working at a City facility or location. Hybrid/Remote work is not a substitute for childcare, eldercare, or other form of family or dependent care assistance during working hours.

### **Section 4.4 Work Expectations**

At the discretion of the Department Head, the employee is required to check in as directed and must perform the full range of duties and responsibilities of the assigned classification. Employees must maintain the same standards of performance, productivity, and professionalism as required when working onsite. Managers and supervisors are expected to oversee remote and hybrid employees through structured check-ins, digital collaboration tools, and performance-based evaluations to monitor performance ensure productivity, and provide regular feedback.

Employees approved for remote or hybrid work must remain responsive and engaged during business hours. Performance will be measured based on deliverables, responsiveness, and collaboration rather than physical location, with an understanding that in certain situations or job classifications, physical responsiveness may be required. Employees working remotely who are designated as Disaster Service Workers must report to their primary work location, or to the physical or virtual Emergency Operations Center if appropriate, upon activation of emergency response protocols and as directed by their supervisor. They must also be accessible to all supervisors/managers and co-workers/colleagues during scheduled shifts, as they would while working in their onsite location.

Employees must safeguard City data and adhere to all applicable policies regarding data security and confidentiality. Adherence to applicable IT policies and procedures for remote access to City electronic and email systems is required. Additionally, remote/hybrid employees are responsible for maintaining security protocols and adhering to IT policies, including enhanced cybersecurity training, mandatory use of MFA, and secure VPN use. Employees approved for hybrid/remote work will be required to take advanced IT training and failure to do so by the required timeline can result in revocation of the Agreement.

### **Section 4.5 Program Evaluation**

The City may evaluate Program effectiveness at regular intervals throughout the Program. These evaluations could include the following measures:

- Productivity Metrics
- Operations Impact Assessments
- Employee Engagement, Retention & Satisfaction
- Attendance & Compliance Monitoring
- IT & Security Compliance

This list is not exhaustive and serves as an example of the metrics the City intends to evaluate. The City may also revise this list should other Program metrics become more relevant as the Program continues.

The City may adjust this Program and/or cancel the Program at any time should the Program prove ineffective or unsuitable for the City.

### **Section 4.6 California Public Records Act**

The California Public Records Act regarding public information and public records apply to hybrid/remote employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristic. If the City receives a Public Records Act request (subject to certain exceptions), a hybrid/remote employee must permit inspection and examination of any public record or public information in the employee's possession. This is required regardless of where the public record is located, such as a personal computer or personal mobile device.

All City records shall be retained pursuant to applicable laws, regulations, City policies, and Record Retention Schedules.

---

#### **PRIOR VERSIONS**

ISSUED: N/A

REVISED: N/A