



One Team. One Culture.

Management Directive

PRC-MD-HR-54502

Temporary Alternative Work Locations

Revision 0, Change 5

Published: 08/06/2020

Effective: 08/06/2020

Program: Human Resources

Topic: Human Resources

Technical Authority: Smith, Rebecca

Functional Manager: Diaz, Peter

Use Type: Administrative



- 100 K Facility :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions
- 324 Facility :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions
- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions
- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
N/A per PRC-PRO-NS-062 Bulleted List of Exclusions

JHA: Administrative

Periodic Review Due Date:09/30/2020

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Change Summary

Description of Change

Added direction for time recording when commuting from temporary work location to the work site.

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1.0 INTRODUCTION

1.1 Purpose

This document provides guidance relative to the CH2M HILL Plateau Remediation Company (CHPRC) Temporary Alternative Work Location (TAWL) program for continuity of operations in the current unique, extreme situation presented with the Novel Coronavirus (COVID-19) pandemic. It is the policy of CHPRC to support temporary alternative work locations, in this circumstance, under limited working conditions.

1.2 Scope

TAWL allows approved employees to work at an alternate location for all or part of their assigned work schedule. During the response to the COVID-19 pandemic, a TAWL may be requested by an employee or mandated by management.

This directive does not apply to the following:

- Inactive employees
- Employees on a Leave of Absence

CHPRC does not have a program for routine or ongoing use of alternative work locations.

Exceptions to this Management Directive and subsequent TAWL agreements may be made with approval from the Vice President of Resource Management and Strategic Integration (RM&SI).

1.3 Applicability

TAWL is defined as an arrangement where work is performed at an alternate off-site location where the employee has the ability to link electronically (via computer, for example) to co-workers and/or information system(s) to perform work. TAWL is a cooperative arrangement between CHPRC and the employee, consistent with the needs of the job, work group, and company.

1.4 Implementation

This management directive is effective upon publication.

2.0 RESPONSIBILITIES

CHPRC retains sole discretion to determine which employees are eligible to work from a TAWL, subject to operational needs while considering the specific requirements described in this directive.

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2.1 Manager Approval

Working from a temporary alternative work location will be limited to the time during which CHPRC is responding to the COVID-19 pandemic. Manager and employee should discuss, and document as necessary, the following:

- Determine if the work performed in the position is conducive to TAWL.
- Establish that performance will be evaluated consistent with the Company's regular performance management system.
- Confirm that the employee has the proper equipment to be productive and safe. Any employer supplied equipment or material shall be identified.
- Expected frequency of communication with manager and/or co-workers.
- Clearly identified responsibilities for record keeping, reporting, submitting work product, and time recording requirements.
- Confirm employee's contact information to ensure they can be reached by the manager and the company.
- Complete and sign a *Temporary Alternative Work Location Agreement* (see Appendix A) and submit to your HR representative.
 - If the employee or manager is unavailable to physically sign the agreement, approval may be completed by indicating acceptance of the agreement in an email and typing "see attached email" in the signature space on the form.
 - Agreements made prior to 03/20/20 may be submitted without signatures.
 - If required, employees will be notified by management to complete a new TAWL Agreement.

Clear performance expectations and measurable tasks are essential components in considering TAWL. Managers must supervise participating employees by ensuring the distribution of work is appropriate for TAWL and designating tasks with measurable outputs that ensure appropriate levels of employee accountability.

TAWL is a flexible work arrangement. TAWL agreements can be discontinued or extended at any time at the sole discretion of CHPRC. Failure to comply with any TAWL requirement may result in immediate termination of the TAWL arrangement and potential disciplinary action.

2.2 Equipment/Materials

There should be no expectation that the Company will provide government furnished equipment or means for the ability to work at an alternate location. However, if government furnished equipment is provided for a specific purpose of TAWL, the employee's direct manager must approve it. There should be no additional cost to CHPRC for employees to work at an alternate location. The Company will not be responsible for employee's costs, including, but not limited to, any investment in furniture or equipment for the designated workspace. Expenses are the employee's responsibility. The Company accepts no responsibility for damage or repairs to employee-owned equipment.

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2.3 Accessibility, Availability, and Security

The employee agrees to be accessible by phone, e-mail or text (where appropriate) during their normal work hours while utilizing TAWL. The employee must be willing to use their own personal equipment, if needed, provided no CHPRC policies or procedures are violated. The same security measures that are expected in the normal workstation must be taken to manage and control any work related information and documents at the alternative work location.

If at any time the employee is unable to log into the computer system network via the remote process, they should contact the Mission Support Alliance (MSA) Mission Service Desk. If the MSA Service Desk is unable to resolve the issue, the employee must contact their manager if the inability to access the Hanford Local Area Network (HLAN) impedes the ability to complete the work assignment(s).

Employees must be available and in a physical and mental condition to return to their regular work location within a reasonable amount of time (approximately one hour) during any period that they are using the TRW attendance code.

2.4 Timekeeping, Reporting, and Conduct

When working from an alternative work location, employees will record the time worked using the attendance code TRW in the Time Information System (TIS). Time recording rules that apply to the RW attendance code also apply to the TRW code. Employees authorized and approved to utilize the TAWL must comply with the same rules of timekeeping as if they were at their normal workstation. Refer to PRC-PRO-FM-045, *Labor Charging*, and PRC-PRO-HR-073, *Personal Time Bank and other Absences*.

If an employee utilizing a TAWL is called to the worksite for less than a full shift, the commute time to and from the onsite work location during regular work hours should be coded as TRW. Time worked at the onsite work location should be recorded as RW.

Commuting before or after normal work hours is NOT recorded as TRW or time worked

- Managers are expected to utilize responsible scheduling and calling in of employees. As much as possible, managers should avoid calling employees in after the start of a regular shift or for less than full shifts. Meetings or work evolutions that do not require the employee to be at the worksite for the entire day should be scheduled at the start or end of the day, when possible, to limit commute times during regular work hours.

Any work-related illness or injuries must be promptly reported, in compliance with PRC-PRO-SH-077, *Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events*.

Employees working at a TAWL must comply with company policies and procedure, including those addressing business and ethical conduct in the workplace. Refer to PRC-PRO-HR-11385, *Standards of Conduct*, and PRC-POL-LEG-52842, *Code of Ethics and Business Conduct Policy*.

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3.0 DURATION

This Management Directive is effective until September 30, 2020, or until canceled.

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4.0 FORMS

Temporary Alternative Work Location Agreement (see Appendix A)

5.0 RECORD IDENTIFICATION

None

6.0 SOURCES

6.1 Requirements

None

6.2 References

PRC-PRO-IRM-10588, *Records Management Processes*

PRC-POL-LEG-52842, *Code of Ethics and Business Conduct Policy*

PRC-PRO-FM-045, *Labor Charging*

PRC-PRO-HR-073, *Personal Time Bank and Other Absences*

PRC-PRO-HR-11385, *Standards of Conduct*

PRC-PRO-SH-077, *Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events*

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Appendix A - Temporary Alternative Work Location Agreement

Employee Name & HID: [] Home Contact #: []

This agreement is in effect until canceled by management.

What work will be completed during the period of telework?

[]

Does the employee have the proper equipment to be productive? (Computer, Phone, Printer, Internet, Other)

[]

Is there any specific support, materials and/or equipment that will be provided?

[]

Where will the employee be working?

[]

Is the location: Secure Distraction-free Safe Conducive to completing work

State the specific expectations for how, when, and with whom the employee must check in.

[]

State the expectations for record keeping, reporting, and submitting work product.

[]

By signing this form, I confirm that I have read and comply with [PRC-MD-HR-54502, Temporary Alternative Work Location](#), and [PRC-PRO-FM-045, Labor Charging](#). Time recording requirements are the same as working from a normal workstation. Employees must only record actual hours worked, following CHPRC time recording procedures and policies.

Manager (print) [] (sign) [] Date: []
Employee (print) [] (sign) [] Date: []

Submit completed form to your HR Representative