

Management Directive

CPCC-MD-HR-54502

PRC-MD-HR-54502

Temporary Alternative Work Locations

Revision 0, Change 0

Published: 02/11/2021

Effective: 02/22/2021

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 CPCC-PRO-NS-62 Bulleted List of Exclusions
- 324 Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-62 Bulleted List of Exclusions
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-62 Bulleted List of Exclusions
- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-62 Bulleted List of Exclusions
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-62 Bulleted List of Exclusions
- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-62 Bulleted List of Exclusions
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-62 Bulleted List of Exclusions
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-62 Bulleted List of Exclusions

JHA: Administrative

Periodic Review Due Date:05/01/2021

Rev. 0, Chg. 0

Change Summary

Description of Change

Added requirements for employees using TRW to provide daily comments about work done that day. Also added requirement for TRW employees to "save" TIS at the beginning and end of the day. Added requirement for TRW employees to have a reachable number published in POPFON. Added restriction that nonexempt employees utilizing TRW cannot have NTO in TIS.

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Temporary Alternative Work Locations**Published Date: 02/11/21****PRC-MD-HR-54502****Effective Date: 02/22/21****1.0 INTRODUCTION****1.1 Purpose**

This Management Directive (MD) provides guidance relative to the Central Plateau Cleanup Company (CPCCo) 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 CPCCo 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 MD does not apply to the following:

- Inactive employees
- Employees on a Leave of Absence

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

Exceptions to this MD and subsequent TAWL agreements may be made with approval from the Director of Business Services.

1.3 Applicability

TAWL is defined as an arrangement where work is performed at an alternate offsite 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 CPCCo and the employee, consistent with the needs of the job, work group, and company.

1.4 Implementation

This MD is effective February 22, 2021.

2.0 RESPONSIBILITIES

CPCCo 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 MD.

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2.1 Manager Approval

Working from a temporary alternative work location will be limited to the time during which CPCCo 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. Completed forms will be handled in accordance with CPCC-PRO-HR-030, *Managing Employee Personnel File Information*.
 - 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 CPCCo. 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 CPCCo 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

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employee's responsibility. The Company accepts no responsibility for damage or repairs to employee-owned equipment.

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 CPCCo policies or procedures are violated.

An employee utilizing TAWL must publish a reachable phone number in PopFon, which may include a home/cell phone number or call forwarding of the office phone to a reachable phone number.

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 Hanford Mission Integration Solutions (HMIS) Mission Service Desk. If the Mission 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

All employees who are utilizing TAWL must:

- Use the "Save" function in the Time Information System (TIS) at the beginning and end of their shifts and will record the time worked using the attendance code TRW in TIS.
- If saving TIS is not possible at the beginning and end of the shift, then an explanation of the discrepancy must be placed in the comments of TIS.
- Populate the TIS comments box on daily work performed each day of the week while using the TRW code. These comments should summarize daily accomplishments in a succinct manner and point to specific tasks.
 - For example, the comments box for Monday may include statements on "development and review of technical documents, calculations, and data for 'x' project" or "working on data entry for 'x' task."

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 CPCC-PRO-FM-045, *Labor Charging*, and CPCC-PRO-HR-073, *Personal Time Bank and other Absences*.

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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.

Non-Exempt Employees should not use the No Time Off (NTO) code while teleworking a regular shift, unless one of the following situations occurs:

1. The NTO is part of offsetting hours (with management approval) that does not result in overtime premium pay.
2. Overtime has been approved through the normal overtime approval process (Director-level approval).

Teleworkers are expected to take a 30-minute lunch break when working more than 5 hours.

Overtime for all teleworkers must go through the normal approval process.

Any work-related illness or injuries must be promptly reported, in compliance with CPCC-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 CPCC-PRO-HR-11385, *Standards of Conduct*, and CPCC-POL-LEG-52842, *Code of Ethics and Business Conduct Policy*.

The use of TAWL may be periodically audited for compliance. This may include floor checks, HLAN-usage checks, phone calls to determine response time, etc.

3.0 DURATION

This MD is effective until May 1, 2021, or until canceled.

4.0 FORMS

Temporary Alternative Work Location Agreement (see Appendix A)

5.0 RECORD IDENTIFICATION

None

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6.0 SOURCES

6.1 Requirements

None

6.2 References

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

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

CPCC-PRO-HR-030, *Managing Employee Personnel File Information*

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

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

CPCC-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 [CPCC-MD-HR-54502, Temporary Alternative Work Location](#), and [CPCCC-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 CPCCo time recording procedures and policies.

Manager (print) (sign) Date:

Employee (print) (sign) Date:

Submit completed form to your HR Representative