

## 1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

3 **Emergency Telecommuting Policy**

5 As a result of the COVID-19 virus and the recent MDH guidelines, an emergency  
6 telecommuting policy has been put into place for the House of Representatives. Effective March  
7 16, 2020, the House will allow employees the option to telecommute consistent with the  
8 following principles:

- 9 • Allows Department Directors to follow the MDH protocols for social distancing  
10 (6 feet distance for any contact longer than 10 minutes).
- 11 • Allows those who have met social distancing protocol to either work from home  
12 or in the office.
- 13 • Allows Department Directors to work with employees to ensure that social  
14 distancing protocol is achieved through alternate work areas, alternative work  
15 schedules or telecommuting.
- 16 • Allows employees who fall into a high risk category to work with HR and/or their  
17 Department Director if their position and duties do not allow for telecommuting.
- 18 • Employees wishing to telecommute must review their plan with their supervisor.  
19 The supervisor will update HR regarding their department's alternate schedule or  
20 telecommuting.

21 If an employee is sick and unable to work, they should record sick time. If they are on vacation,  
22 that time should also be reflected accurately on their time card. Employees should follow their  
23 department protocol for requesting time off or reporting sick.

24 Supervisors may also find it necessary to reassign work in case of illness or due to other  
25 department needs.

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

Signed: \_\_\_\_\_

RYAN WINKLER, CHAIR