



## **BOARD OF COMMISSIONERS EMERGENCY MEETING**

**Monday, April 6, 2020 @ 1:00 p.m.**

**Brainerd Housing & Redevelopment Authority (HRA)**

**Teleconference Phone: (937) 706-0339; PIN: 415 168 651#**

*“Our mission is to provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.”*

### **AGENDA**

1. **Call to Order**
2. **Roll Call**
3. **Approval of the Teleworking Policy** (*Attachment 1*)
4. **Unfinished Business**
  - a. COVID-19 Response Update
5. **Adjourn**

Next Meeting: Wednesday, April 22, 2020

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**BRAINERD HOUSING AND REDEVELOPMENT AUTHORITY**  
**Temporary Policy for Telework**  
**Adopted: 4/6/2020 Resolution No. 2020-04**

**TEMPORARY POLICY FOR TELEWORK**

In response to evolving conditions of the COVID-19 outbreak and the declaration of local, state and national emergencies relating to it, the Brainerd HRA (hereafter referred to as the “Agency”) is implementing this Temporary Notice for Telework providing for emergency, occasional, non-regularly occurring out-of-office work arrangements allowed on a case-by-case basis or as approved by the Executive Director.

**Disclaimer**

This notice supplements existing employment policies, rules, procedures and regulations. All current employment policies, rules, procedures and regulations remain in full effect except for instances where this notice directly contradicts another current policy, rule, procedure or regulation, in which case this notice supersedes existing policy, rule, procedure or regulation. This policy is temporary in nature and nothing under this policy should be construed as permanent or precedent setting. The Agency reserves the right to modify or rescind this notice at any time.

**Effective Date**

This notice is effective April 6, 2020, as approved by the board and will remain in effect until otherwise determined by the Agency.

**Guidelines for Employees Approved to Work Remotely**

1. Teleworking is a privilege, not an entitlement.
2. Teleworking may be terminated at any time by the employer with or without cause.
3. An employee’s duties, obligations, responsibilities and conditions of employment with the Agency remains unchanged when teleworking. A teleworker should observe the same attendance and performance expectations as if they were in the office on any work day. A teleworker must be available by telephone and email (as appropriate based on the employee’s work assignment) during agreed upon work hours. A teleworker must notify their supervisor or designee if they leave their telework location during regular working hours.
4. Employees who wish to telework and who require certain equipment and/or access to the Agency’s network must first receive approval from their supervisor and then discuss their equipment and connection options. A determination will be made regarding what type of equipment and connectivity is appropriate and a review of any technical requirements will occur with the employee.
5. A teleworker may not download or copy items through a work portal to a personal device. All policies regarding Agency technology, data and records will remain in effect, which include retaining, safeguarding and organizing data consistent with policy and law.
6. A teleworker must ensure that their telework location is safe and healthy.
7. Failure to comply with all laws and standards of the Agency may result in the loss of telecommuting privileges and/or disciplinary action consistent with Agency policy.

8. Telework arrangements must comply with applicable State and Federal employment laws. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of minimum wage and overtime for exempt and non-exempt employees. Teleworking employees cannot work any overtime hours unless they receive advance written permission from the Executive Director.
9. Telework must not result in additional work for other staff.
10. In addition to all other reviews required by Agency policy, a teleworker and his or her supervisor will participate in periodic reviews to evaluate the effectiveness of the arrangement.
11. Provisions of the personnel policies remain in full force and effect.
12. Subject to applicable Agency policy and other provisions of this policy, an employee who is authorized to telework may do so even if his or her household members are present in the remote work location, so long as the employee is working in a separated area from others and is, conducting his or her job duties and working a normal work schedule or flexing his or her time with supervisor approval.
13. While teleworking, employees may only use Agency issued equipment to telework unless approved by their supervisor and the Executive Director. Employees assigned to telework must follow applicable Agency policies and procedures relating to Data Privacy and Data Security. Employees must not disclose private, confidential or other non-public data except as authorized by applicable law. Employees must take all appropriate steps, consistent with Agency policy, to safeguard and protect the security of Agency data.

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2020-04

TEMPORARY POLICY FOR TELEWORK

WHEREAS, the evolving conditions of the COVID-19 outbreak and the declaration of local, state and national emergencies relating to it, have deemed it appropriate and necessary to have in place a policy that allows for work to be conducted remotely; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has responded by creating a Temporary Policy for Telework providing for emergency, occasional, non-regularly occurring out-of-office work arrangements allowed on a case-by-case basis or as approved by the Executive Director; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd as follows:

1. The Temporary Policy for Telework is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Karen Young, Interim Executive Director

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