

Telecommuting Information for Employees For COVID-19

The County of San Luis Obispo is encouraging Departments to allow employees to telecommute whenever they are able and whenever it fits the Department's business needs. Telecommuting is a flexible option for Departments to operate with the least amount of staff physically present at any given time and may also provide an option for employees who may not otherwise be able to work in the office during the current COVID-19 emergency.

Pursuant to the County's Telecommuting Policy, approval for any individual employee to engage in telecommuting is at the sole discretion of the Department Head or designee, telecommuting shall be in the best interest of the Department and County and shall be consistent with the County's Telecommuting Policy. The County's Telecommuting Policy can be found Auditor Controller's MySlo webpage [here](#). The provisions of the County's Telecommuting Policy still apply during the current COVID-19 emergency.

As an employee, if you would like to explore telecommuting as an option, please review the County's Telecommuting Policy and discuss this with your supervisor. Below are a few questions to help determine if telecommuting may be an option for you.

- Can the essential functions of the job be performed via telecommuting?
- Are you able and available to telecommute?
- Do you have the necessary tools at home, i.e. computer with VPN access, internet access, space to work, etc., to effectively perform your job?
- Do you have an ergonomically safe place to work at home?
- Are you available to telecommute during your regular working hours, or would you only be available to telecommute if your hours were adjusted? Is your department able to accommodate those hours?

Note that while telecommuting is encouraged during the current COVID-19 emergency, the discretion for employees to telecommute remains with the department head. There may be circumstances where telecommuting is not available or reasons for employees to still physically report to the office. Every safety precaution based on Public Health guidance will be taken for employees who are required to report to a work location.

For more information about telecommuting, please click [here](#).