



Converting to a Hybrid Work Environment

Organization, Personnel and Technology Committee

Item 6a

June 8, 2021

Overview

- Vaccination progress continues to be encouraging
- Governor Newsom to lift remaining restrictions June 15th
- Transitioning teleworkers back to the workplace starts July 1st, but with teleworking still an option
- **Goal is for a new “hybrid” work environment by October 2021**
 - *Teleworking (for those who can) + In-Person Work*

Moving To Hybrid Work Starts Now

Jun

- Governor lifts remaining Statewide restrictions; MWD will lift its own State of Emergency

Jun

- Update protocols and practices based on CalOSHA recent changes

Jul

- July 1 Teleworking employees can return to workplace *voluntarily*, OR

*Jul -
Oct*

- Telework full time or part time through October 1

Moving To Hybrid Work Starts Now

*Now -
Oct*

- **Toolkits/Checklists for Managers: Preparing for staff to return**

*Now -
Oct*

- **Toolkits/Checklists for Employees: Resources and information on returning to the workplace**

Oct

- **All employees return to work; phased-in approach (e.g., staggered schedules to avoid over-crowding)**

*End of
year*

- **Hybrid work fully implemented**

Key Considerations for Managers

- Not all employees eligible to telework
- Keeping the focus on:
 - **Safety** – Keeping the workplace safe
 - **Engagement** – Communications/dialogue with staff
 - **Logistics** – Setting up equipment/office space
 - **Optimization** – Getting the most out of hybrid work
- Partnership with Human Resources for training/resources

Key Considerations for Employees

- Working safely once back at the workplace
- Work-Life Harmony
 - Making the most of hybrid working
 - Creating a “Work Routine” for both home and office
- Communicating with management
- Strengthen collaboration with internal and external networks

Final Considerations

- *Medical Accommodations*
 - Some employees may have medical need to telework exclusively
 - Such requests will be managed by Human Resources staff
- *Tracking Federal, State and Local Guidance*
 - COVID conditions continuing to improve, but if situation changes updates to workplace protocols and practices may be needed
 - Critical that MWD follows guidance from Health Authorities

