

DEPARTMENT MANUAL CHANGE LETTER NO. 22-08

Issue Date: 1-31-22

TO: Code 1, All Department Manual Set Holders  
Code 2, All Staff

CONTACT PERSON: First-line Supervisors and above may contact their Division  
Manager for questions concerning these guidelines.

RE: DM 23-909.2 Remote Work Guidelines

Department Manual section 23-909.2 Remote Work Guidelines has been updated.

The changes include:

- Supervisors and managers must report the date remote work agreements are canceled or terminated using Personnel Track-It and ensure the time is entered correctly in Ecotime and Clouds;
- The Contra Costa County Office Ergonomics Awareness Training must be completed within the last two (2) years of the remote work request;
- The required Internet speed is at least 15Mb to download and 5Mb to upload;
- Attachment 1: EHSD Remote Work Request and Decision Form Instructions;
- Attachment 4: Info Sheet – How to Verify Internet Bandwidth.

These guidelines are effective 1-31-2022.

FILING INSTRUCTIONS

Section 23-909.2 will be updated on STARS.