

Clean Energy Alliance Administrative Policy

Out-of-Region Remote Work Policy

1.0 PURPOSE

The purpose of this Out-of-Region Remote Work Policy (“Policy”) is to establish guidelines for employees participating in remote work from locations outside CEA’s primary service area but within the State of California. Remote work means an arrangement under which an employee performs some or all of their assigned duties at an alternate worksite that is not a CEA facility using secure technology to remain accessible and productive.

Remote work is a management-authorized work option that may be approved when the position, employee, and operational needs support such an arrangement. Remote work under this Policy is not an entitlement, does not alter the at-will or other terms and conditions of employment, and may be modified or revoked at any time at the discretion of the Chief Executive Officer (CEO).

As a public-serving energy provider operating under California Public Utilities Commission oversight, CEA must ensure that any remote work arrangement maintains regulatory compliance, protects data security and confidentiality, and supports the continuity of CEA operations.

2.0 SCOPE

This Policy applies to eligible employees occupying positions that the CEO has determined may be performed remotely outside the CCA service territory but within the State of California.

3.0 ELIGIBILITY

Out-of-region in-state remote work may be approved only for employees whose positions and individual work performance are suited to a remote work arrangement and may be approved based on:

- **Consistency with Essential Position Functions of:** An employee may be considered eligible for remote work when the essential duties of the position can be effectively performed from a remote location without materially impairing CEA’s operations, internal coordination, public engagement, or regulatory responsibilities. In evaluating whether a position is suitable for remote work, CEA may consider the nature of the employee’s job duties, including whether the position requires regular in-person attendance at Board meetings, stakeholder meetings, team meetings, trainings, operational meetings, or other activities that are best performed in-person.

- Required In-Person Attendance: Positions that require frequent in-person presence, direct public interface, physical access to office resources, or regular on-site collaboration will generally not be eligible for remote work.
- Demonstrated Ability to Work Independently: To be eligible for remote work, an employee should have demonstrated the ability to work independently, communicate effectively, meet deadlines, and maintain satisfactory performance and productivity standards on a consistent basis as determined by the employee's supervisor.
- Successful Completion of Probationary Period: CEA may also require that the employee have successfully completed any applicable introductory or probationary period before becoming eligible for consideration for remote work.
- Employees Subject to Discipline May Not Be Eligible: An employee who is subject to active disciplinary action, significant performance concerns, or a performance improvement plan may be deemed ineligible for remote work until those issues have been satisfactorily resolved.
- Employee Must Have Access to Reliable Internet: The employee must be able to maintain a secure, reliable internet connection and use CEA-approved systems, equipment, and security protocols in order to perform work remotely in a manner that protects confidential information and supports continuity of operations.
- No Undue Burden: The employee's remote work arrangement must not create an undue burden on coworkers, supervisors, operational workflows, or CEA's ability to respond to business, regulatory, or public service needs.
- Approval Not Guaranteed: Eligibility to request remote work does not guarantee approval, and all decisions regarding eligibility and approval remain within CEA's sole discretion based on operational needs, business considerations, and organizational priorities. CEA reserves the right to determine that certain positions, classifications, or job assignments are not appropriate for remote work, even if some duties of the position can be performed remotely. CEA also reserves the right to change eligibility determinations at any time. Prior approval of remote work does not guarantee future continued eligibility.

- Supervisors May Adopt Additional Eligibility Requirements: CEA supervisors may adopt additional remote procedures, guidelines, or requirements, provided they are consistent with the intent of this Policy and are approved in advance by the CEO.

Employees who do not comply with this Policy may have their remote authorization modified or revoked and may be subject to disciplinary action, up to and including termination. This Policy does not apply to requests for reasonable accommodation by qualified individuals with disabilities under the Americans with Disabilities Act or the California Fair Employment and Housing Act. Employees seeking remote work as a reasonable accommodation shall follow CEA's procedures for requesting disability-related accommodations.

4.0 APPROVAL PROCESS

- Employee Must Complete Remote Location Request Form: An employee seeking approval for remote work must submit a completed Remote Work Location Request Form identifying the employee's proposed California residence and remote work location.
- Evaluation of Compatibility with CEA Operational Needs: CEA may request additional information or documentation as necessary to evaluate the request and determine whether the proposed arrangement is consistent with this Policy and CEA's operational needs.
- Supervisor Approval Required: The employee's direct supervisor shall review the request and evaluate whether the proposed remote work arrangement is appropriate based on the employee's job duties, performance, communication needs, operational impact, and ability to meet CEA's business, regulatory, and public service obligations.
- CEO Approval Required: Following supervisory review, the request must be approved by the CEO before the employee may begin working remotely.
- Case-by-Case Discretionary Review: Approval of any remote work arrangement is within CEA's sole discretion, will be made on a case-by-case basis, and may be granted, denied, conditioned, modified, or rescinded based on operational needs, business considerations, or compliance concerns.
- Written Remote Agreement May be Required: CEA may require an employee approved for remote work to execute a written remote work agreement or acknowledgment confirming the terms, conditions, and expectations applicable to the arrangement before the arrangement becomes effective.

- California Work Location: All approved remote work locations under this Policy must remain within the State of California. Any request to work from a location outside California on a permanent basis must be separately and expressly authorized by the CEO and is not permitted under this Policy absent such authorization.
- Ongoing Compliance: Employees approved for remote work remain subject to this Policy and all other applicable CEA policies, procedures, and performance expectations. Failure to comply with the approved arrangement or applicable CEA requirements may result in modification or revocation of the remote work arrangement and may subject the employee to disciplinary action, where appropriate.

5.0 WORK LOCATION REQUIREMENTS

- California Residence Requirement: Employees approved for remote work must maintain their primary residence and remote work location within the State of California.
- Designated Remote Space: The employee must maintain a designated workspace that is suitable for the performance of official CEA business and that permits the employee to work in a manner that is safe, secure, professional, and consistent with CEA's operational and confidentiality requirements.
- Workspace Noise and Privacy: The designated remote workspace should be reasonably quiet, private, and free from distractions to enable the employee to perform assigned duties, participate in telephone and video conferences, and maintain effective communication with supervisors, coworkers, stakeholders, and other business contacts during working hours.
- Notice of Location Change: Employees must promptly notify their supervisor and CEO of any change in residence or remote work location, and no employee may perform work from a new remote location unless and until that location has been reviewed and approved in accordance with this Policy.
- Availability During Business Hours: Employees approved for remote work must remain available and accessible during core business hours from 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday, unless another schedule has been expressly approved by CEA.
- Responsiveness to Business Communications: During working hours, employees must be reachable by email, telephone, video conference, and other CEA-approved communication

methods, and must respond to work-related communications within a reasonable time consistent with their job duties and operational expectations.

- Remote Work and Leave Usage: Remote work is not a substitute for dependent care, sick leave, or other leave. Employees who are unable to devote appropriate time and attention to their assigned duties during working hours must follow normal leave and absence reporting procedures.
- Compliance with Applicable Laws and CEA Policies: Employees working remotely remain responsible for complying with all applicable California labor laws and all CEA policies, procedures, and workplace expectations, including those relating to attendance, timekeeping, confidentiality, records management, information security, meal breaks, rest periods, overtime and performance.
- Additional Worksite Standards: CEA may require additional work location standards or documentation, as necessary, to confirm that the employee's remote worksite remains appropriate for the conduct of CEA business and consistent with this Policy.

6.0 TRAVEL & ON-SITE EXPECTATIONS

Employees approved for remote work remain responsible for attending in-person meetings, events, and work activities as required by CEA in order to support operational needs, collaboration, regulatory obligations, and public service responsibilities and will be required to travel to the primary office or other service location for:

- Board meetings
- Public or stakeholder meetings
- Team collaboration sessions
- Regulatory or operational needs
- Events
- Meetings deemed necessary by the CEO or supervisor

The expected frequency of on-site attendance will vary depending on the employee's position, business needs, and direction from CEA management, and may be adjusted at any time based on operational, regulatory, or organizational needs. Approval to work remotely does not eliminate or reduce an employee's obligation to appear in person when such attendance is necessary to perform the essential functions of the position or to meet CEA's service, governance, and regulatory requirements.

Failure to meet required travel or on-site attendance expectations, or failure to report in person when directed, may result in modification or revocation of the employee's remote work approval and may subject the employee to disciplinary action, where appropriate.

7.0 TRAVEL COSTS & REIMBURSEMENT

CEA will not reimburse travel expenses for required travel to meet minimum on-site requirements provided for under Section 6.0. Approved travel for other work-related matters, conferences or meetings will be subject to CEA's Travel and Expense Policy.

8.0 COMPENSATION & TAX CONSIDERATIONS

- California Residence Requirement: Employees approved for remote work must reside and work within the State of California, unless expressly authorized otherwise by the CEO.
- Consistent Compensation Structure: Compensation structures for employees approved for remote work shall remain consistent with position requirements and similarly situated employees working within CEA's service region.
- Employee Tax Responsibility: It is the responsibility of each employee participating in remote work to determine any personal tax implications associated with the remote work arrangement.

9.0 DATA SECURITY & CONFIDENTIALITY

Employees approved for remote work must maintain data security and confidentiality at all times while performing CEA business remotely, and remain subject to all CEA policies and applicable law governing confidentiality, cybersecurity, electronic systems, privacy, and records management. Employees approved for remote work must:

- Use strong passwords, secure systems, and CEA-approved methods to access and store CEA data.
- Use company-issued devices and systems unless other arrangements are expressly authorized by CEA.
- Connect through secure networks and secure VPN access when handling CEA data remotely.
- Not use unsecured public Wi-Fi to access, transmit, or store CEA information unless an approved secure connection is in place.

- Not leave CEA-owned property, including but not limited to equipment, records, documents, files and other materials in a vehicle unattended.
- Follow cybersecurity practices aligned with the National Institute of Standards and Technology standards.
- Securely maintain and store property and confidential materials maintained at a remote worksite. Any incident of loss, theft, damage, malfunction, or unauthorized use or access must be reported to CEA at the first reasonable opportunity.
- Comply with CEA's adopted Protection of Confidential Information and Privacy & Confidentiality Policies and all other CEA policies at their remote location.

10.0 PUBLIC SECTOR COMPLIANCE

As a publicly governed agency, CEA employees approved for out-of-region remote work must comply with all applicable laws, regulations, and CEA policies relating to public agency operations, including transparency, records management, and lawful use of public resources including, but not limited to:

- California Public Records Act: Public records created, received, maintained, or stored while working remotely, regardless of physical form or whether maintained on a personal device or other equipment used for CEA business, are subject to disclosure, retention, preservation, and production requirements under the California Public Records Act (Government Code §§ 7920.000, *et seq.*) and applicable CEA policies.
- Ralph M. Brown Act: Employees approved for remote work must conduct CEA business in a manner that supports compliance with California's open meeting laws, including the Ralph M. Brown Act (Government Code §§ 54950, *et seq.*), by ensuring that remote work does not interfere with the scheduling, noticing, conduct, or public accessibility of CEA Board and committee meetings or related deliberations carried out in accordance with those requirements.

Employees must use CEA-approved systems, platforms, and practices to ensure transparency, auditability, appropriate retention, and lawful retrieval of agency records and communications.

11.0 EQUIPMENT & EXPENSES

- CEA Provides Equipment: CEA will provide standard equipment for approved remote work arrangements, including technology or other materials deemed necessary by CEA for the performance of assigned duties. All equipment, supplies, records, and other materials provided by CEA remain CEA property and must be used in accordance with applicable CEA policies and procedures.
- Prohibition of Unauthorized Software: Employees may not install unauthorized software, hardware, or third-party applications on CEA-issued equipment.
- Equipment Return Upon Employee Separation: Upon separation of employment, conclusion of the remote work arrangement, or upon CEA's request, employees must promptly return all CEA-issued equipment, records, documents, files, supplies, and other property.
- Employee Responsible for Home Office: Employees are responsible for home office setup and internet unless otherwise specified.
- Technology Allowance: A monthly technology allowance may be provided as established in CEA's employee benefits policy.
- Reimbursement of Expenses: Reimbursement for other approved business-related expenses incurred in connection with remote work shall be governed by CEA's applicable reimbursement, travel, and expense policies.

12.0 PERFORMANCE EXPECTATIONS

Employees approved for remote work remain subject to the same duties, obligations, responsibilities, performance standards, and workplace expectations that apply to employees working on site, unless otherwise expressly provided in writing by CEA. Employees must:

- Maintain Productivity: Employees must continue to meet all productivity, quality, customer service, attendance, conduct, and deadline expectations applicable to their position, and remote work does not alter CEA's expectations regarding satisfactory job performance.
- Maintain Consistent Communication: Employees must remain available and accessible during established work hours, perform assigned work in a timely and professional manner, and maintain regular communication with supervisors, coworkers, and other CEA contacts as required by their position.

- Maintain In-Person Availability As Required: Employees approved for remote work must attend all required in-person and virtual meetings, including video conferences, telephone conferences, team meetings, and other scheduled or as-needed meetings, and must remain available and prepared to participate during established work hours consistent with CEA's attendance, conduct, and performance expectations.

13.0 LIMITATIONS

- Remote Work Not an Entitlement: Remote work is a discretionary, management-authorized work arrangement and is not an entitlement, vested right, guaranteed benefit, or condition of employment.
- No change to employment status: Nothing in this Policy alters the at-will nature of employment at CEA or changes any other terms and conditions of employment, except as expressly provided in writing by CEA.
- CEA discretion to modify or revoke: CEA reserves the right to grant, deny, modify, suspend, or revoke any remote work arrangement at any time, with or without advance notice, based on operational needs, business considerations, legal or regulatory requirements, performance concerns, or other factors determined by CEA.
- No guarantee of continued remote work: Approval of a remote work arrangement for any period of time does not create an expectation or guarantee of continued approval.
- CEA authority over work assignments and location: CEA retains the right to assign duties, change schedules, require in-person attendance, modify reporting relationships, reassign positions, or require an employee to work from a CEA worksite or another designated location as business needs require.
- Additional requirements may apply: CEA may impose additional department-level requirements, written agreement terms, or case-specific conditions on a remote work arrangement, provided they are consistent with this Policy.
- Noncompliance may result in corrective action: Failure to comply with this Policy, an approved remote work arrangement, or other applicable CEA policies and procedures may result in modification or revocation of remote work approval and may subject the employee to disciplinary action, where appropriate.

14.0 POLICY REVIEW

This Policy will be reviewed periodically and may be revised, interpreted, or discontinued at CEA's discretion to remain aligned with applicable law, regulatory requirements, and organizational needs, and approved remote work arrangements remain subject to ongoing review and modification as circumstances change.