CASA 2021 Annual Conference
The Future of Work is Now

Effective environmental services since 1939
What the new workers want
Temporary Teleworking Program Agreement

In response to the COVID-19 event, CVSan has developed this “Temporary Teleworking Program” Agreement to codify program guidelines and procedures to support “social distancing” and reduce in-person employee interactions, while ensuring employees can continue to perform essential functions. Employees designated for teleworking will need to acknowledge these program requirements and sign the Agreement prior to initiating participation in this temporary program.

Program Guidelines

• Employees must be designated by the General Manager along with their Department Head for program participation based on the following criteria:
  • Can perform work in a generally independent nature
  • Primarily knowledge-based worker
  • Ability to complete measurable deliverables
  • Does not require frequent in-person interaction
  • Does not require immediate workplace presence to address unplanned issues or events
  • Limited role in management of on-site work activities

• Program is temporary and may be canceled at any time at the sole discretion of the General Manager based on the evaluation of county, regional, state and/or federal mandates and best practices concerning COVID-19. The General Manager will provide 48 hour-notice before cancelling this program.

• Individual employee participation in the program may be revoked at any time at the General Manager’s discretion. The General Manager will provide 48 hour-notice before cancelling an Employee’s telework option unless for cause.

• Teleworking must be conducted in a productive manner that accomplishes beneficial work for the District. While teleworking, employees shall comply with all District policies, procedures, practices, and instructions.

• While teleworking, the employee’s salary and benefits will remain unchanged.

• Overtime is not permitted while teleworking unless explicitly approved in advance by the Department Head.

• Any changes to the employees current working hours must be approved in accordance by the Department Head and General Manager.

• The District will not provide reimbursement for damage to any personal equipment while teleworking unless that damage is the direct result of a District equipment malfunction. All District property purchased for teleworking remains District property and the Employee understands that they cannot purchase any equipment to support teleworking absent the General Manager’s approval.

• Employee is responsible for providing a defined, safe, and ergonomic location (e.g., home office) to telework that is agreed upon with the supervisor. Employee is responsible for the cost of ongoing expenses (e.g., electricity, data connection, etc.). Employee shall complete the attached workspace checklist (Attachment A).

All records and work products created while teleworking are District property and shall be managed in accordance with the District’s Records Retention Policy.
Operations and Engineering Building Project

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CVSan conducted facility needs assessment.

CVSan purchased property from Caltrans.

CVSan hired architect for building options.

CVSan prepared schematic plans and County prepared preliminary staff report.

CVSan received initial comments from CVMAC.

CVSan submitted SDR Package.

Board of Supervisors adopted revised Zoning Amendments – Castro Valley General Plan Requiring CUP.

Pre-App meeting with Planning Department.
CVSan hosted Open House
MAY 2017

CVSan Hires Dahlin Group
SEPT 2019

CVSan Meeting with Center St. Neighbors
FEB 2021

CVMAC Public Hearing
APR 2021

CVSan received initial comments from CVMAC
DEC 2017

CVMAC Public Hearing
MAR 2021

CVMAC Public Hearing
APR 2021
Property History
• Maintenance and storage facility for the California Department of Transportation (Caltrans) known as Caltrans Storage Yard.
• Purchased 2013.
• Currently used for storage and for parking CVSan vehicles.
Proposed Building

New Headquarters Building

- New 20,000 sf, 2-story building with enclosed vehicle bay and office space for all staff.
- Will house all 26 CVSan employees.
- Project will include new demonstration garden for public education.
- Will be a LEED certified Building.
Proposed Site Plan
Proposed Floor Plans

FIRST FLOOR PLAN
Proposed Use Details

Public Facility (PF) Zoning Designation

- **49%** (9,900 SF) office space
- **18%** (3,600 SF) boardroom, large meeting room and other support spaces for public use
- **33%** (6,500 SF) enclosed vehicle storage
- 9,000 SF Community Demonstration Garden
- Staff and visitor parking
- Solid Waste ("Trash") enclosure and Chemical storage
Proposed Street View