MEMORANDUM

To: Distribution

From: Aristides Georgelis, P.E., Director
Office of Engineering Audits (OEA)

Date: March 25, 2020

Subject: OEA Guidelines for Design Consultants Working From Home

- Consultants should provide their company policies regarding working from home.

- As required when working from the office, timesheets must be submitted with each invoice to document the number of hours worked in each project/phase or task.

- Employees working from home must maintain daily logs of emails and phone conversations between other employees, managers and DEP regarding assignments. This includes any questions/answers that are normally and routinely discussed in the office but are now by phone and/or email. A brief general description of work activity must also be maintained daily.

- The daily logs of emails/ phone calls/ work activity shall be available to the DEP Bureau staff. They need not be submitted with invoices but shall be furnished if requested at the time of payment audit.