



Legislation Details (With Text)

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Title: Human Resources Department recommending the Board adopt the Telework Policy.
FUNDING: N/A

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Attachments: 1. A - Telework Policy Draft Final 3-6-18

Date	Ver.	Action By	Action	Result
3/6/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board adopt the Telework Policy.

FUNDING: N/A

DEPARTMENT RECOMMENDATION

Human Resources Department recommending the Board adopt the Telework Policy.

DISCUSSION / BACKGROUND

In line with the HR Department's goal to be an employer of choice, the HR Department has developed a Telework Program. Telework is defined as an alternate work mode in which the employee works in a designated area outside their principal work location.

The HR Department considers telework to be a viable work option that, when appropriately applied, benefits the needs of employees and the County. Examples of benefits include:

- The ability to function during an emergency when the principal work location is inaccessible.
- Increased productivity: easier to focus, less distractions and interruptions.
- Efficient use of County resources, including office space.
- Recruitment and retention of highly qualified employees and organizational knowledge.
- Greater flexibility for employees and departments.
- Improved employee morale and job satisfaction.
- Reduced employee absenteeism.
- Reduced employee commute time and costs.
- Decreased energy consumption, air pollution, traffic, and parking congestion.

The HR Department views the Telework program as a new benefit that is consistent with what many other public agencies across the state and country provide. In addition to meeting the needs of employees and the County, the Telework program has been developed to serve as a tool to 1) retain

current employees, 2), attract new employees, and 3) while doing both 1 and 2 - continue to effectively provide gold standard service to our community.

The HR Department reached out to both department heads and unions for their review and feedback of the proposed policy. County Counsel also reviewed the policy.

ALTERNATIVES

The Board could choose not to adopt the proposed Telework Policy and request revisions.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

All County departments and all unions.

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Indirectly, the County could realize savings in reduced employee absenteeism, reduced turnover, and a reduced need for additional office space.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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