



Legislation Details (With Text)

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Title: Human Resources Department recommending the Board:
1) Approve and adopt revisions and a title change to Board of Supervisors Policy E-12: Telecommuting; and
2) Grant the Director of Human Resources the authority to make changes to the Policy that are either non-substantive or necessary to accord with changes to relevant statutes or regulations.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - E-12 Telecommuting Policy_Current.pdf, 2. B - E-12 Telecommuting Policy_Redline.pdf, 3. B REVISED - Telecommuting Policy Redline, 4. C - E-12 Telecommuting Policy_CLEAN.pdf, 5. C - Revised E-12 Telework Policy Clean Copy 12-13-2022.pdf, 6. D - Approved Blue Route.pdf

Date	Ver.	Action By	Action	Result
12/13/2022	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

1) Approve and adopt revisions and a title change to Board of Supervisors Policy E-12: Telecommuting; and

2) Grant the Director of Human Resources the authority to make changes to the Policy that are either non-substantive or necessary to accord with changes to relevant statutes or regulations.

FUNDING: N/A

DISCUSSION / BACKGROUND

On December 8, 2020, the Board adopted policy E-12, Teleworking in response to the COVID-19 pandemic. Although the policy was initially developed to address "stay at home" orders and other health concerns directly related to the pandemic, hybrid work continues to be a viable work option that, when appropriately applied, benefits the needs of employees, the County and the public we serve. Teleworking is now widely used in virtually all industries and offers a competitive incentive for candidates interested in working for El Dorado County. While County supervisors, managers, and employees have adapted well to hybrid work schedules, revisions are needed to the existing policy in order to make it fair and equitable to all employees, while providing department heads the discretion to determine how best to implement hybrid schedules within their department, consistent with their business needs.

At this time, the policy is also being renamed to Teleworking & Telecommuting in order to define and differentiate between the two types of workers.

A teleworker is an employee assigned to a principal County work location but is approved to work in a remote workspace either on a regular and recurring basis or an intermittent basis. A teleworker may

be required to be available to appear at the principal County work location at the request of the department head or designee.

A telecommuter (or remoter worker) is an employee who has a principal non-County work location, and instead may consider another set remote location (e.g., his/her home) as their principal work location. There is no expectation of the remote worker having to appear onsite unless it is specifically required by the department head or designee and is within the spirit of the Remote Worker Agreement. Telecommuting arrangements will not be used regularly and are subject to review and approval by the CAO.

Other significant changes to the policy are as follows:

- a) Additional requirement for staff and supervisor to complete a Telework or Remote Work Agreement prior to commencing teleworking or telecommuting, and that such Agreement be reviewed and renewed annually.
- b) Requirement that staff complete the applicable training prior to commencing teleworking or telecommuting.
- c) Minimum internet speeds as determined by County Information Technologies.
- d) Requirement that staff bring their County-issued device onsite periodically for software updates.
- e) Requirement that staff forward their office phones while teleworking.

ALTERNATIVES

The Board may choose not to approve the recommended changes; direct staff to make additional modifications; or take no action.

PRIOR BOARD ACTION

On December 8, 2020, the Board of Supervisors adopted policy E-12 - Telecommuting (Legistar #20-1612)

OTHER DEPARTMENT / AGENCY INVOLVEMENT

All Departments

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no direct financial impact to updating this policy. Indirectly, the proposed policy should assist in minimizing the County's liability.

CLERK OF THE BOARD FOLLOW UP ACTIONS

The Clerk of the Board will update the online Board Policy Manual with the approved changes and notify all department heads.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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