



Legislation Details (With Text)

File #: 23-1684 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 8/30/2023 **In control:** Board of Supervisors

On agenda: 9/19/2023 **Final action:** 9/19/2023

Title: Human Resources Department recommending the Board:
1) Approve and adopt revisions to Board of Supervisors Policy E-12: Teleworking & 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 Telework Policy CURRENT.pdf, 2. B - E-12 Telework Policy REDLINE.pdf, 3. C - E-12 Telework Policy CLEAN.pdf

Date	Ver.	Action By	Action	Result
9/19/2023	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
1) Approve and adopt revisions to Board of Supervisors Policy E-12: Teleworking & 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 13, 2022, the Board adopted updates to policy E-12, Teleworking & Telecommuting. Although the Policy was initially developed in 2020 during the COVID-19 pandemic to address "stay at home" orders and other health concerns directly related to the pandemic, hybrid work schedules have continued to be a viable work option that, when appropriately applied, benefits the needs of employees, the County, and the public we serve. Teleworking is widely utilized in virtually all industries and offers a competitive incentive for candidates interested in working for the County. While County supervisors, managers, and employees have adapted well to hybrid work schedules under the existing policy, revisions are needed to add clarity and flexibility, while providing department heads the discretion to determine how best to implement hybrid schedules within their department, consistent with their business needs.

The primary change to the policy is the elimination of the distinction between "regular" and "intermittent" telework agreements to reflect a single telework designation. Employees who are eligible to telework may have typical scheduled telework days but may be required, or request to telework, on alternate days or at alternate times within their scheduled work hours. The proposed modifications also allow greater flexibility for the department head or designee to consider and agree

to such modifications to the extent that such changes do not adversely affect the business needs of the department, without necessitating an adjusted telework agreement.

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)

On December 13, 2022, The Board of Supervisors adopted changes to policy E-12 - Teleworking & Telecommuting (Legistar #22-2176)

OTHER DEPARTMENT / AGENCY INVOLVEMENT

All Departments

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no direct financial impact as a result of updating this policy.

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

Joseph Carruesco, Director of Human Resources