



## Legislation Text

---

**File #:** 20-1612, **Version:** 1

---

Human Resources Department recommending the Board:

- 1) Adopt the Board of Supervisors Policy E-12, Telecommuting;
- 2) Rescind the current Human Resources Telework Policy (HR-01) that was previously adopted by the Board; and
- 3) Direct current employees who are teleworking but do not have a Telework Agreement on file with Human Resources to submit a Telework Agreement to Human Resources within 60 days of the adoption of the Board of Supervisors Policy E-12, Telecommuting.

**FUNDING:** N/A

### **DISCUSSION / BACKGROUND**

On March 6, 2018, with Legistar item 18-0250, the Board adopted the County's first Telework Policy (HR-01). Given the COVID pandemic, the County, overall, was quickly forced to provide services to the public via different modalities, one being telework.

As a reminder, telework continues to be a viable work option that, when appropriately applied, benefits the needs of employees, the County, and the public we serve.

While County supervisors, managers, and employees have adapted well in this public crisis and have continued to provide services, it is necessary to memorialize the temporary changes that took place with regard to telework. Therefore, at the request of the CAO several County executives formed a committee to revisit the existing Telework Policy and also took the opportunity to expand it where it made sense.

First, the policy is being renamed to "Telecommuting" versus "Telework". The main reason for this is because we have identified the need for both teleworkers and remote 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.

Whereas a remote 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.

Second, the CARES Act allowed the County to purchase much needed technology devices; therefore, to ensure we mitigate risk to the County, the new Telecommuting Policy requires that employees utilize County issued devices unless a waiver has been approved by the Department of Information Technologies. As such, the Director of Information Technologies was involved in the creation of this new Policy and will be involved in the creation of the Telework and Remote Work

## Agreements.

Further, the Policy is requesting that the Board delegate authority to the Human Resources Department, with approval from the Chief Administrative Officer, to draft a Telework Request Form, Telework Agreement, a Remote Work Agreement, and any other forms or agreements applicable to this Policy.

Lastly, to close any gaps, direct current employees who are teleworking but do not have a Telework Agreement on file with Human Resources to submit a Telework Agreement to Human Resources within 60 days of the adoption of the Board of Supervisors Policy E-12, Telecommuting.

## **ALTERNATIVES**

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

## **PRIOR BOARD ACTION**

See above.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

All County department heads

All unions

County Counsel

## **CAO RECOMMENDATION**

Approve as recommended.

## **FINANCIAL IMPACT**

Indirectly, the County could realize savings in reduced employee absenteeism, reduced turnover, and a reduced need for additional office space. There may be an increased cost with requiring all telecommuting employees to utilize County issued devices in future years.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk of the Board will 1) update the online Board Policy Manual with the newly adopted Policy, and 2) notify all department heads.

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

Tameka Usher, Director of Human Resources