



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.090	Telework Policy	07/01/08

PURPOSE

Promotes achievement of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District's [\(SCAQMD\) Rule 2202](#).

Enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by offering and supporting an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

Establishes a family-friendly work environment that enhances the quality of life of County employees and offers training and orientation sessions that promote Telework as an alternative method of working to maximize County resources, reduce absenteeism, increase productivity, reduce overhead and improve employee morale.

REFERENCE

January 31, 1989 Board Order, [Synopsis 5](#)

August 16, 1990 County of Los Angeles Telecommuting Standards

November 16, 2004 Burke motion to update policy

December 21, 2005 Updated County Telecommuting Program and Policy

June 10, 2008 [Agenda Item 62-B](#)

August 1, 2008 Chief Executive Officer Memo "[Update on the County's Telecommuting/Telework Program](#)"

February 22, 2012 Chief Executive Officer Memo "[County Telework Program Procedures](#)"

June 12, 2012 [Agenda Item 14](#)

POLICY

The County Board of Supervisors has approved the establishment of a County Telework Program (CTP). Telework is working at a location other than the conventional office. This can be either at home or at an office closer to the employee's home.

This program is a management option, not a universal employee benefit. Approval to participate in the program is subject to review by the Department management. Department Heads may implement telework when it is deemed mutually beneficial by both the department and the employee, and as a means of increasing its Average Vehicle Ridership (AVR) for sites regulated by the SCAQMD under [Rule 2202](#). The program is detailed in the Telework Program Manual and Telework Procedures.

Teleworkers may be selected from among represented or non-represented employees and must have a performance evaluation of "Competent" or higher for the most recent Performance Evaluation. The employee and supervisor (Telemanager) should voluntarily participate in the program. The selection criteria should be based on suitability of their jobs, an assessment of the likelihood of their success as Teleworkers and an assessment of their Telemanager's willingness to manage remote workers.

All approved Teleworkers and Telemanagers must first participate in a certified training session prior to entering into a formal County agreement unless previously certified as a Teleworker or Telemanager. A Telework Agreement must be entered into by both the County and the employee that requires compliance with established Telework Standards and Procedures and Telework guidelines and conditions first adopted by the Board of Supervisors on August 16, 1990 and updated in 2008 and 2012.

The terms and conditions of employment for the Teleworker and the Telemanager remain unchanged. Work hours, overtime, compensation and vacation schedules must conform to the County Code, to Memorandum of Understanding (MOU) provisions and to terms otherwise agreed upon in the Telework Agreement by the employee and the supervisor. Teleworkers must use the Telework time code(s) when completing timesheets to account for the number of hours spent Teleworking.

County departments participating in the Telework Program must select a Telework coordinator to maintain detailed records of the number of employees participating in the program, number of days per week each employee Teleworks, records of signed agreements and orientation and training sessions offered in support of the program for a minimum of three years. A quarterly report to summarize this information will be generated by each department participating in the Telework Program and submitted to the Department of Human Resources, Office of Workplace Programs and Marketing.

To remain eligible for program participation, all Teleworkers and Telemanagers must comply with the County's Telework Standards and Procedures, which address policy issues related to worker's compensation, use of County equipment, telephone costs, tax implications, and other issues deemed appropriate by the County.

Any revisions to the Telework Program must be approved by the Chief Executive Office.

RESPONSIBLE DEPARTMENT

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: January 31, 1989

Review Date: October 21, 2004

Review Date: August 1, 2008

Review Date: June 12, 2012

Review Date: May 19, 2016

Sunset Review Date: April 26, 2003

Sunset Review Date: April 26, 2008

Sunset Review Date: April 26, 2012

Sunset Review Date: April 26, 2016

Sunset Review Date: April 26, 2021