

## 9.090 - Telework Program

Effective Date: 07/01/08

### PURPOSE

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Establishes the Los Angeles County Telework Program, which allows departments to permit employees with job functions suitable for telework to routinely work from approved alternate locations.

Acknowledges that telework can serve as a valuable business tool that provides operational benefits to departments, including reduced overhead costs associated with leases, maintenance, and parking expenses, and significantly contributes to the work-life balance of participating staff.

Helps the County to achieve the regional clean air and traffic mitigation goals mandated by South Coast Air Quality Management District (SCAQMD) Rule 2202 and enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by eliminating or reducing the carbon footprint created from commuting.

The use of telework, particularly in conjunction with compressed work weeks or alternate schedules, establishes a flexible work environment that enhances the quality of life of County employees and advances the County towards the workplace of the future.

### REFERENCE

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January 31, 1989 Board Order, Synopsis 5

August 16, 1990 County of Los Angeles Telecommuting Standards

June 10, 2008 Agenda Item No. 62-B

June 12, 2012 Agenda Item No. 14

March 29, 2016 Chief Executive Office memo "Chief Executive Office Organization Redesign"

December 24, 2018 Department of Human Resources memo "New Online Teleworker and Telemanager Training and Updated Telework Procedures."

December 3, 2019 Agenda Item No. 5 "Enhancing Alternative Work Locations in Los Angeles County"

August 20, 2020 Department of Human Resources memo "DHR - Review of Countywide Classifications for Tele-Readiness and Identification of Management-Level Departmental Telework Manager"

County Code 5.90 - Vehicle Trip Reduction — Ridesharing

South Coast Air Quality Management District (SCAQMD) Rule 2202

Telework Procedures Manual

August 10, 2021 Board Order No. 32

## POLICY

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The County Telework Program was established by the Board of Supervisors in 1990 to offer departments an effective tool to achieve Countywide air quality improvement and traffic reduction goals, increase workplace flexibility, and improve employee work-life balance. The County believes in using telework as a tool to promote operational efficiencies, support employee recruitment, retention and engagement, and fulfill its responsibility to reduce its carbon footprint. Telework is defined as an approved alternate work arrangement allowing employees to perform the normal duties and responsibilities of their positions at an approved worksite other than the location where they ordinarily work; this can be either at home, a field work location, or an alternate facility.

Telework is considered a management option, not a universal employee benefit. Departments are encouraged to implement telework when it is deemed mutually beneficial to both the department and the participating employee. Teleworkers may be selected from among represented or non-represented employees; selection criteria should be based primarily on the suitability of their jobs and impact on the department's continuity of operations.

Departments that engage in telework must abide by the Countywide standards, practices and expectations outlined in the Telework Procedures Manual. This includes ensuring that approved Teleworkers and their supervisor participate in required Telework Trainings, complete and sign a Telework Agreement Form, and acknowledge their obligation to comply with the County's telework standards and procedures, as specified by Countywide authorities and the Telework Procedures Manual. Participating departments should develop written telework procedures specific to the unique functions and needs of their workforce and operations in alignment with the guidance provided in the Telework Procedures Manual.

The terms and conditions of employment for the Teleworker remain unchanged, regardless of work location. Work hours, overtime, compensation, performance expectations 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.

Telework is intended to enhance and complement other tools used to promote County employee participation in trip reduction, as outlined in County Code 5.90, including compressed work weeks such as 4/40 or 9/80 work schedules.

**RESPONSIBLE DEPARTMENT**

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Department of Human Resources

**DATE ISSUED/SUNSET DATE**

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Issue Date: January 31, 1989	Sunset Review Date: April 26, 2003
Review Date: October 21, 2004	Sunset Review Date: April 26, 2008
Review Date: August 1, 2008	Sunset Review Date: April 26, 2012
Review Date: June 12, 2012	Sunset Review Date: April 26, 2016
Review Date: May 19, 2016	Sunset Review Date: April 26, 2021
Review Date: February 17, 2021	Sunset Review Date: June 26, 2021
Review Date: August 10, 2021	Sunset Review Date: April 26, 2025