



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Legislation Details (With Board Report)

**File #:** RES 20-119      **Name:** Approve the County of Monterey Telework Policy  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 7/17/2020      **In control:** Board of Supervisors  
**On agenda:** 7/28/2020      **Final action:** 7/28/2020

**Title:** Adopt a Resolution to:  
a. Approve the County of Monterey Telework Policy;  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to delete Section B.19 Telecommuting; and  
c. Direct the Human Resources Department, Auditor-Controller's Office and Information Technology Department to take the necessary actions to implement the policy.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Board Report, 2. Attachment A - PPPR Redline, 3. Attachment B - Telework Policy, 4. Telework Resolution - Final, 5. Item No. 57 Completed Board Order- Resolution

Date	Ver.	Action By	Action	Result
7/28/2020	1	Board of Supervisors		

Adopt a Resolution to:  
a. Approve the County of Monterey Telework Policy;  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to delete Section B.19 Telecommuting; and  
c. Direct the Human Resources Department, Auditor-Controller's Office and Information Technology Department to take the necessary actions to implement the policy.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:  
a. Approve the County of Monterey Telework Policy;  
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to delete Section B.19 Telecommuting; and  
c. Direct the Human Resources Department, Auditor-Controller's Office and Information Technology Department to take the necessary actions to implement the policy.

### SUMMARY/DISCUSSION:

The Human Resources Department developed the new Telework Policy to support the County's 2030 sustainability goals and promote the County's goal to be the Employer of Choice by offering greater flexibility and work life balance. The policy also provides operational flexibility to benefit employees, departments and the community in that telework may decrease energy consumption, air pollution, traffic, parking congestion and employee absenteeism, enhance recruitment and retention of highly qualified employees, increase employee productivity, and boost employee morale and job satisfaction. The Human Resources Department recommends the new Telework Policy supersede the existing Telecommuting Policy as it does not meet the needs of the County due to the limitation of being applicable only for Units X and Y. Accordingly, it is recommended that Section B.19 Telecommuting of the PPPR be deleted.

During June 2020, the Human Resources Department met with Department Heads and provided notice to all represented employee groups regarding the new Telework Policy.

If approved, the new Telework Policy will take effect after the current declared local emergency. During the current declared local emergency, Section 7 Temporary Teleworking/Work from Home of the Human Resources Emergency Response Manual governs telework.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has collaborated with the County Administrative Office Sustainability Manager and County Counsel's Office on the development of the new recommended Telework Policy.

FINANCING:

There are no anticipated costs associated with this recommendation.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

☐ Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☒ Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

☐ Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☒ Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐ Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

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Approved By: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

A-PPPR Redline

B-Telework policy

Resolution