



Board Report

File #: 19-0412, **Version:** 1

- a. Receive a presentation on the Telework Pilot Program Results; and
- b. Provide direction to staff as appropriate.

RECOMMENDATION:

It is recommended that the Alternative Energy and Environment Committee:

- a. Receive a presentation on the Telework Pilot Program Results; and
- b. Provide direction to staff as appropriate.

SUMMARY:

A Telework Pilot Program was conducted from May 21, 2018 to August 31, 2018. Participation included a total of 29 X/Y unit employees from 13 County departments. All participants were required to submit a written agreement with terms and conditions of the Telework Program, and attend a Telework Orientation session. Towards the end of the Pilot period, all participants and 19 direct supervisors overseeing Telework Pilot participants were surveyed. The results of the survey indicate that a telework program could be successful for some of the departments that participated in the survey. Based on staff's analysis, there would need to be a high level of participation to achieve a meaningful impact on the County's carbon footprint.

DISCUSSION:

On September 28, 2017, the AEE Committee directed Go Green! Program staff, then a part of the CAO's office, to research reduction measures aimed at reducing municipal greenhouse gas (GHG) emissions equivalent to 40% below 1990 levels by 2030. In October 2017, staff conducted a Monterey County Department Head survey to determine the level of support for a potential telework program that could be available to a broader segment of the County workforce. Results of this survey suggested that there was an acceptable level of support from departments to move forward with further investigation. Go Green! Program staff partnered with the Office of the Assessor-County Clerk-Recorder to develop a framework for a Telework Pilot Program with the objective to determine the feasibility of a widespread County Telework Program. At its March 8, 2018 meeting, the Board of Supervisors approved a three month Telework Pilot Program for a maximum of 45 X and Y Unit employees.

The Telework Pilot Program was conducted from May 21, 2018 - August 31, 2018. The Pilot included a total of 29 X or Y unit employees from 13 County departments. Participating departments were selected based on department head support for the Program, as indicated in the 2017 Department Head Survey. All participants were required to complete a Home Office Safety Checklist and submit a written agreement with terms and conditions of the Telework Program in order to participate in the Pilot, with written approval from their direct supervisor and department head/designee. Additionally, all participants of the program attended one of two Telework Orientation sessions that was conducted by staff from the Go Green! Program and the Office of the Assessor-County Clerk-Recorder, with guest speakers from Information Technology and County Counsel (Risk Management).

Towards the end of the Pilot period, all participants took a Telework Pilot Participant Survey to determine the outcomes of the program (*Please see Attachment 1: Telework Pilot Participant Survey*). Additionally, 19 direct supervisors overseeing Telework Pilot participants took a separate survey to determine the supervisor's

experience throughout the Pilot (*Please see Attachment 2: Telework Pilot Supervisor Survey*). The overall results of the two surveys are provided in *Attachment A, Telework Pilot Program Evaluation Results*.

The results of the Telework Pilot Program surveys suggest that a broader telework program could be successful for some of the participating departments. If the County were to implement such a program for the purposes of reducing GHG emissions, the program would need to achieve a high participation rate from the County workforce to achieve a meaningful impact upon the County's carbon footprint. A graph showing the range of GHG emissions impacts from the reduction in employee commute trips is provided in *Attachment 2*.

Staff analyzed GHG emissions reduction potential using data collected from the 2016 MCAP. In this effort, an employee commute survey was conducted to determine the number of miles traveled from employees commuting to and from work. It was calculated that the average Monterey County employee travels 33.8 miles to and from work (16.9 miles one-way). By using assumptions like the average miles per gallon (MPG) of a passenger vehicle (25.5 MPG), the GHG emissions per gallon of gasoline according to the US Environmental Protection Agency (8,887 grams CO₂(e)/gallon), and the approximate number of County employees (5000 employees), staff was able to calculate potential countywide GHG emissions reductions from reducing employee trips to and from work.

Based on staff's analysis using data collected from the 2016 MCAP Update, if an average of 10% of the County's workforce (approximately 500 individuals) teleworked 1 day per week, it is estimated that 291 metric tons of carbon dioxide equivalent (MT CO₂(e)) would be reduced annually. This is a 2% reduction from the 2016 Employee Commute baseline emissions of 13,985 MT CO₂(e). As an example of a more aggressive telework program, if 25% of the County's workforce teleworked 2 days per week, staff estimates an annual GHG emissions reduction of 1,453 MT CO₂(e), or about 10% of the 2016 baseline emissions.

OTHER AGENCY INVOLVEMENT:

Staff from the Assessor-County Clerk-Recorder, County Administrative Office, County Counsel, Human Resources, Information Technology, and the Department of Social Services were directly involved in the development and facilitation of the Telework Pilot Program.

Participating departments of the Telework Pilot Program include the following:

- Office of the Agricultural Commissioner*
- Public Defender's Office
- Office of the Assessor-County Clerk-Recorder
- Health Department
- Child Support Services
- County Administrative Office
- Department of Social Services
- Economic Development
- Emergency Communications/911
- Health Department
- Information Technology Department
- Monterey County Free Libraries
- Resource Management Agency

*The participant from the Agricultural Commissioner's office transferred to the RMA during the Pilot period.

FINANCING:

There were no known direct impacts to the general fund resulted from the Telework Pilot Program. No equipment or other direct costs were required for participants to be included in the Pilot. Purchasing of equipment specifically for the Telework Pilot Program was at the discretion of Department Heads (e.g. laptop computer).

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Prepared by: Dan Bertoldi, Management Analyst (x5643)

Reviewed by: Melanie Beretti, Property Administration/Special Programs Manager

Approved by: Carl P. Holm, AICP, RMA Director

Attachments:

Attachment 1-Telework Pilot Participant Survey

Attachment 2-Telework Pilot Supervisor Survey

Attachment 3-Telework Pilot Program Evaluation Results

Attachment 4-Telework GHG Impacts Graph

Attachment 5-Presentation