



## Legislation Text

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**File #:** 2022-0271, **Version:** 1

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**To:** Board Of Supervisors Of The County Of Sonoma, State Of California, The Board Of Directors Of The Sonoma County Water Agency, The Board Of Commissioners Of The Community Development Commission, And The Board Of Directors Of The Sonoma County Agricultural Preservation And Open Space District

**Department or Agency Name(s):** Human Resources

**Staff Name and Phone Number:** Christina Cramer 707-565-6195

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

County Telework Policy

**Recommended Action:**

Adopt a concurrent resolution approving the County Telework Policy, effective May 3, 2022.

**Executive Summary:**

The COVID-19 pandemic and related health orders necessitated many County positions to telework in order to maintain essential services. The County's Human Resources Department quickly developed and implemented a temporary telework policy which allowed telework schedules to adjust to the limitations and needs at the time.

The purpose of this item is to adopt an ongoing, voluntary Telework Policy applicable to all County departments, special districts, and agencies. The Telework Policy establishes the framework for employees to request a telework schedule and provides the discretion to Department and Agency Heads to approve telework while ensuring service levels and operational needs of the department are not diminished.

**Discussion:**

When the COVID-19 pandemic started in March of 2020, health orders required the County to pivot in an extremely fast timeframe to allow approximately 50% of the workforce to telework in order to comply with health orders and recommendations to stay at home and maintain social distancing. As the conditions were considered an emergency, Human Resources established a temporary telework policy to provide the structure for telework. The County has been operating with this temporary policy since this time.

These last two plus years have demonstrated that telework is a viable ongoing work schedule for government entities. Recognizing this new shift in work culture, the County established an objective of developing an ongoing, voluntary telework policy in the new Strategic Plan and Organizational Excellence Pillar, specifically Goal 3. Goal 3 is the idea that the County of Sonoma will become an employer of choice with a strong work

culture and an engaged workforce. The Policy is a direct objective that will provide work schedule options to support a positive work environment and work-life balance for many County positions.

Human Resources researched telework policies and best practices including reviewing other telework policies adopted by some California counties. Input was received from the County Administrator and Department Heads. Human Resources then met and conferred with the County’s employee labor organizations who requested to meet. The draft policy was amended based on labor representatives input and a Letter of Agreement was executed with each employee labor organization confirming the completion of meet and confer discussions on the subject.

Summary of Telework Policy Provisions:

- Emphasizes the importance of maintaining services and operations.
- Provides guidelines on what to take into consideration when approving and requesting telework.
- Emphasizes the expectations that work standards will not be lowered.
- Allows department heads flexibility to determine the appropriate amount of telework for positions.
- Establishes a requirement that all employees primary telework location be performed in California.
- Establishes expectations regarding reporting to work in a reasonable amount of time if operations necessitate.
- Emphasizes that employees are required to be available as disaster service workers regardless of a telework schedule.
- Establishes that hoteling or a shared work space may be needed for employees teleworking 50% or more.

The Policy requires telework agreements be completed by the employee and department designed that affirms the understanding of the policy and work expectations in order to voluntarily telework.

Human Resources will provide guidance to departments and employees as needed for implementation and ongoing matters related to policy interpretation and best practices. Human Resource is also developing an online training course that will cover managing and supervising best practices for a hybrid workforce that will be available in May.

**Strategic Plan:**

N/A

**Prior Board Actions:**

None

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			

<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

N/A

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Concurrent Resolution

Attachment A: Telework Policy

**Related Items "On File" with the Clerk of the Board:**

N/A