



COUNTY OF HUMBOLDT

For the meeting of: 2/8/2022

File #: 22-136

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adopt Resolution approving a New Countywide Telework Policy

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution (Attachment 1) adopting a Telework Policy

SOURCE OF FUNDING:

General Fund (1100), ARPA Fund (3232), All county funds

DISCUSSION:

The County of Humboldt has a commitment to fostering a professional work environment where all employees are treated fairly, impartially, and with respect. Human Resources is in the process of creating and updating countywide policies to further this commitment. This process includes collaboration with all county departments and involved labor groups. Countywide policies provide a valuable resource to clearly establish conditions of employment at the County of Humboldt, rights and protections of employees, and the procedures to follow related to each topic.

At the onset of the COVID-19 pandemic, the Board adopted an *Interim Policy for Remote Working* in response. This policy has been in place since March of 2020 but was adopted as an emergency measure without detailed policies and procedures. A permanent policy on telecommuting (i.e., teleworking) has been drafted by Human Resources and shared with department heads and labor groups (Attachment 2). In consideration of the ongoing pandemic and shifts in the workforce, the proposed teleworking policy is brought for your Board's approval. This policy proposes detailed guidance on when telecommuting is appropriate and how the process and procedures will operate.

Teleworking is a flexible work arrangement that allows eligible County of Humboldt employees to work in a designated alternative work location other than their primary work location, as approved by their department head or designee. Teleworking is a cooperative arrangement between employees and their employing department based on both the position and the employee and is subject to department discretion and approval based on both position eligibility (whether the employee's position may be

suitable for teleworking) and employee eligibility (has met performance expectations and has demonstrated dependability, responsibility, effective communicating, initiative, strong work ethic, etc.).

FINANCIAL IMPACT:

There are potential mileage reimbursement costs associated with Teleworking employees being called back into the office when they are teleworking 100% of the time. It is unknown what these costs may look like, but they are anticipated to be minimal. Each department will need to manage these costs within their budget. There will also be additional administrative duties that will result from this policy. Additional staff allocated to the Human Resources Department by your Board and funded by the American Rescue Plan Act funding (budget unit 3232-120200) will help administer this program. However, it is unknown what the full impact of those additional duties will look like at this time and Human Resources will return to your Board if those impacts reach a level requiring additional staffing.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to adopt the policy and direct staff to consider alternatives or revisions.

ATTACHMENTS:

1. Resolution adopting a Telework Policy
2. Telework Program Policy
3. Telework Agreement and Schedule (Attachment 1)
4. Telework Worksite Safety Checklist and Certification (Attachment 2)
5. Telework Termination Agreement (Attachment 3)

PREVIOUS ACTION/REFERRAL:

Board Order No.: Res. No. 20-20

Meeting of: March 16, 2020

File No.: 20-384