



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 63

TELEWORK

Effective Date: September 23, 2008

Revision Date: March 24, 2020

POLICY STATEMENT

The Board of Supervisors, through adoption of this policy statement and in recognition of environmental concerns as well as operational needs, expresses its support of implementation of Telework assignments where services to the public are not negatively impacted. Employee morale is important; therefore, the convenience of the employee(s) may be a consideration in implementing a Telework assignment.

Evaluation/Implementation Criteria

When evaluating/implementing whether to place an employee in a Telework assignment, the following criteria must be utilized:

- The assignment will improve or maintain operational efficiency.
- The assignment represents a cost savings or is cost neutral.
- The assignment will improve or maintain customer service levels.
- The assignment addresses greater environmental responsibility while maintaining or enhancing service levels.

MANAGEMENT RESPONSIBILITY

Management is responsible for managing the affairs and operations of County government. The County Administrative Officer, in conjunction with the Director of Human Resources, shall establish Telework Guidelines, which shall include Terms and Conditions of Participation in a Telework Assignment. Subject to County Administrative Officer approval, this policy, and in accordance with Telework Guidelines, Department Heads have discretion to (a) designate positions for Telework assignment; and (b) recommend employees for Telework.

Each Department Head should establish internal protocols related to implementation of Telework assignments. Such protocols should maximize the appropriate use of Telework assignments without diminishing employee performance or service delivery.