



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 63

TELE~~WORK~~COMMUTING

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 Tele~~work~~commuting assignments~~work agreements~~ where services to the public ~~during the days of the week and hours they have so authorized~~ are not negatively impacted. While ~~employee~~ morale is important, ~~therefore~~, the convenience of the employee(s) ~~should not~~may be ~~a the overriding~~ consideration in implementing a Tele~~work~~commuting assignment~~work agreement~~.

Evaluation/Implementation Criteria

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

- The ~~schedule assignment will~~ improves or maintains operational efficiency.
- The ~~schedule assignment~~ represents a cost savings or is cost neutral.
- The ~~schedule assignment will~~ improves or maintains customer service levels.
- The ~~schedule 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-Director, shall establish ~~a Teleworkcommuting Management Directive~~Guidelines, which shall include Terms and Conditions of Participation in a Telework Assignment, and a Teleworkcommuting Assignment Work Agreement. Subject to County Administrative Officer approval, ~~and this policy, and in accordance with Telework Guidelines~~, Department Heads have discretion to (a) designate positions for Tele~~work~~commuting assignment; and (b) recommend employees ~~to Telecommute for Telework~~.

Each Department Head should establish internal protocols related to implementation of ~~telecommuting agreements~~Telework assignments. Such ~~policies-protocols~~ should maximize the appropriate use of Tele~~work~~commuting assignments without diminishing employee performance or service delivery.