



Board Agenda Item 25

DATE: March 24, 2020

TO: Board of Supervisors

SUBMITTED BY: Jean M. Rousseau, County Administrative Officer

SUBJECT: Administrative Policy 63 Revision

RECOMMENDED ACTION(S):

Approve revised Administrative Policy 63 - Telework.

Approval of the recommended action will revise Administrative Policy 63. Staff is currently undertaking a review of your Board's Administrative Policies and recommending revisions for your consideration. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the proposed Administrative Policy (AP) revision.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action.

DISCUSSION:

Staff is currently in the process of reviewing and revising APs. The following is a brief outline of the recommended AP 63 revision:

AP 63 - Telework

- Replaces obsolete language
- Includes employee morale as a consideration in implementing a Telework Assignment Work Agreement
- Updates language to establish Telework Guidelines relative to Telework Assignments

If approved, the recommended revisions will permit departments, through Telework Guidelines, to designate employees to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies, cost effectiveness, and greater environmental responsibility while maintaining or enhancing service levels.

ATTACHMENTS INCLUDED AND/OR ON FILE:

AP63 - Telework
AP63 - Telework (Redline)

CAO ANALYST:

Yussel Zalapa