

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>TELECOMMUTING PROGRAM</b>	<b>K-3</b>	<b>1 of 4</b>

**PURPOSE**

The purpose of this policy is to establish guidelines and criteria for a Telecommuting Program for employees of the County of Riverside. The County of Riverside is committed to offering telecommuting to employees as a flexible means to perform County work where operationally feasible. The Telecommuting Program promotes employee productivity, improved work efficiencies, cost effectiveness, and greater environmental responsibility.

**SCOPE**

All County Employees.

**I. DEFINITION**

Telecommuting is defined for the purposes of this policy as an employee working from a remote site, other than their primary work location, such as, a designated satellite workstation or at home on a regular, temporary, on-going, and/or rotational basis.

**II. EMPLOYEE ELIGIBILITY CRITERIA**

Telecommuting is a voluntary, alternate work arrangement between the employee and the Department. Participation in the Program is solely a management prerogative, not an employee right. Participation in the Program is based on an evaluation of unique operational needs.

Employees who wish to participate in the Telecommuting Program will complete a Telecommuting Application located on Human Resources (HR) Telecommuting Toolkit website (<https://rc-hr.com/Telecommuting-Toolkit>) and submit it to their supervisor/manager. Participation in the Program shall be subject to Department Head (or designee) approval.

When considering telecommuting for an employee, the supervisor/manager and Department should evaluate the following factors to determine whether a telecommuting arrangement is viable:

- Employee is sufficiently trained to perform the full scope of their work with little direct supervision/guidance or is able to receive sufficient supervision and guidance remotely.
- Employee has work assignments and job duties that allow him or her to work remotely.
- Employee has Department approval to participate in the program.
- Employee can have their performance effectively monitored and managed remotely.
- Employee can work independently.
- Employee can manage his or her time effectively, as determined by the Manager/Supervisor and Department.
- Employee and Department has all necessary equipment, software, connectivity and adequate tools to successfully complete all required job tasks, assignments, and essential functions.
- Employee will be able to maintain productivity standards for quantity, quality, and timeliness of work.

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>TELECOMMUTING PROGRAM</b>	<b>K-3</b>	<b>2 of 4</b>
<ul style="list-style-type: none"><li>• The Department is able to support the programmatic needs of maintaining a well-functioning Telecommuting Program including ensuring programmatic consistency and needs, as well as evaluation of performance and efficiency.</li><li>• The Department is willing to collaborate on Telecommuting Countywide issues when needed.</li></ul>		

**III. PROGRAM PARTICIPATION**

**Employees will:**

- The employee will remain accessible and productive during the agreed upon scheduled work hours and should remain available by telephone, email and other applicable collaboration systems.
- Be familiar with, and responsible for abiding by the terms of the Telecommuting Policies and Agreement set forth in this document and/or the HR Telecommuting Toolkit.
- Complete all telecommuting forms and training before requesting to telecommute or commencing telecommuting.
- The employee (with a non-exempt status) will refrain from working overtime hours while telecommuting unless specifically authorized by the Department.
- The employee is responsible for self-certifying that their home working environment has a clear and defined workspace that is kept clean and orderly.
- The employee will also maintain safe working conditions and practice appropriate safety habits.
- The employee will communicate regularly with his or her supervisor and co-workers.
- The employee will maintain satisfactory performance standards.
- The employee will comply with all County-required security policies and procedures.
- The employee will protect all government records and data against unauthorized disclosure, access, mutilation, obliteration or destruction, etc.
- The employee shall ensure they have the equipment/resources (personal or County) needed to perform their work effectively and safely.
- The employee shall keep the Department apprised of any new or revised accommodation requests when telecommuting as outlined under the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA).
- The employee shall be responsible for maintaining any work-related equipment owned by the employee or the County.
- The employee shall safeguard and ensure County-owned equipment is used only for officially authorized purposes.
- The employee shall ensure personal equipment is sufficient to perform his or her work effectively and safely.
- The employee shall ensure that all County equipment is returned to the County upon the termination of the telecommuting status, or if the employee separates from County service.

**IV. Managers / Supervisors will:**

- Review requests from employees and meet with employees to determine operational

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>TELECOMMUTING PROGRAM</b>	<b>K-3</b>	<b>3 of 4</b>

feasibility.

- Ensure that employees and managers/supervisors complete telecommuting training prior to commencing telecommuting.
- Review telecommuting documentation and make sure it is complete before submitting requests to upper management for review.
- Secure approval from upper management before offering an employee telecommuting privileges.
- Forward all signed paperwork to appropriate authorities within the Department for record keeping purposes.
- Maintain control and records over County-owned property used by telecommuters.
- Be responsible for day-to-day performance of telecommuting employees, as with other workers under their supervision.
- Continue to enforce all federal, state, and county, policies and regulations, Memoranda of Understanding, guidance documents or any other rules that govern the employee relationship with the County.

**V. Departments will:**

- Identify a primary Departmental Telecommuting Coordinator that can develop and evaluate programmatic materials (i.e. establish and review Telecommuting internal operating policies, review internal requests, consult on appropriateness, etc.) and serve as an internal liaison for Department's needs within the broad policy guidelines set forth wherein.
- Identify a primary designee who will be responsible to approve the telecommuting agreement and/or terminate the telecommuting agreement as needed.
- Confer and provide feedback within the greater Countywide organization as needed on areas that may have Countywide significance related to the success and efficiency of the County's Telecommuting Policy.
- Work collaboratively with the Human Resources Department on matters that are being revised specific to Department needs as outlined in the Telecommuting Guide.
- Be responsible for coordinating Telecommuter equipment needs where telecommuting is deemed operationally feasible.
- Address and liaise with their employees on any Telecommuter-related information security or configuration considerations.
- Communicate with Department Managers/Supervisors regularly on telecommuting status and evaluate program effectiveness.
- Ensure that employees have a safe work environment; and where appropriate schedule a safety inspection of the employee's home-office space as needed. In the event that a safety inspection is deemed necessary, the employee will be provided a minimum of 48 hours' notice prior to the safety inspection, except in the case of an emergency.
- Maintain control and records over County-owned property used by telecommuters.

**Please Note: All telecommuting related forms, including the Telecommuting Guide and the Telecommuting Toolkit can be accessed here:**

**<https://rc-hr.com/telecommuting-toolkit>**

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject:**

**TELECOMMUTING PROGRAM**

**Policy  
Number**

**Page**

**K-3**

**4 of 4**

**Reference:**

- Minute Order 3.37 of 07/27/93
- Minute Order 3.4 of 12/18/07
- Minute Order 3-69 of 09/09/14
- Minute Order 3.41 of 01/26/21