



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

December 21, 2005

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**IMPLEMENTATION OF UPDATED COUNTY TELECOMMUTING PROGRAM**

On April 26, 2005, my office provided a report to Board members, as requested in a November, 2004 motion, on the Countywide review, assessment and recommendations for updating the Los Angeles County Telecommuting Program (CTP). This report contains a status on the implementation of the recommendations.

Telecommuting is a means of achieving the County's regional clean air and traffic mitigation goals to ensure compliance with the South Coast Air Quality Management District (SCAQMD) Rule 2202. County facilities with more than 250 employees onsite are subject to SCAQMD regulation. Historically, telecommuting has been used as a clean air strategy tool of the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare. Telecommuters may work at home, in a neighborhood center, an office close to home or at a location other than a conventional office. The goal of telecommuting is to eliminate the trip to work or reduce travel distance to the worksite by more than 50 percent.

**Revised Telecommuting Policy**

In the Countywide survey 95 percent of the departments responded that while the CTP was an effective clean air tool, it clearly needed improvement in four key areas: 1) establishing oversight within the Chief Administrative Office; 2) strengthening the data collection requirements for participating departments; 3) adding additional requirements for telecommuters and supervisors and managers of telecommuters; and 4) tightening program participation requirements.

The County Telecommuting Policy was updated in an April 26, 2005, memorandum to Violet Varona-Lukens, Executive Officer. This updated policy is contained in the attachment. It includes issues raised in the survey, specifically adding record maintenance and retention requirements for participating departments, restricting program participants to "competent" performers, and requiring departments to conduct orientation and training sessions. In addition, County Departments will submit semi-annual reports on telecommuting to the Chief Administrative Office for incorporation into the annual telecommuting program report to the Board.

My office will continue to explore with the Auditor-Controller the feasibility of recording telecommuting hours on employee timecards using a specific code designation.

### **Revisions to Telecommuting Agreement/Standards**

We have worked with the departments to ensure Countywide uniformity of the Telecommuting Agreement/Standards, which contain the conditions and expectations between a telecommuting employee and the department. A requirement has been added for telecommuters and their managers to participating in Countywide telecommuting orientation and training, and department-specific training before telecommuting begins.

### **Orientation/Training**

In the November, 2004 Board action my office was directed to create an annual telecommuting orientation/training program for employees, supervisors and managers enrolled in departmental programs. Although funding approval was received to conduct studies and research, there was no specific source of funding identified for the telecommuting training and other program costs.

My office has earmarked AB 2766 subvention funds to enhance the Telecommuting Program by financing 1) annual Countywide orientation/training program for employees approved to telecommute; 2) publication of the updated County Telecommuting Program Manual; and 3) production of an instructional video and public service announcement for use by County departments to provide ongoing telecommuting instruction to new employees brought into the program.

### **Strategic Plan Goals**

The CTP achieves Workforce Excellence because telecommuting improves morale, enhances employee productivity, reduces sick time, offers greater flexibility in meeting child care or elder care needs and reduces traffic congestion. Countywide tracking of telecommuters provides important data on the use of alternative means of commuting. As an effective tool for reducing air pollution from employee commutes, telecommuting

Each Supervisor  
December 21, 2005  
Page 3

helps the County to fulfill its mission to "Enrich Lives Through Effective and Caring Service."

If you require additional information, please have a member of your staff contact Victoria Pipkin-Lane at (213) 974-2495, or Craig Hirakawa at (213) 974-1347.

DEJ:GK  
VPL:dim

Attachment

Los Angeles County  
Board of Supervisors Policy Manual

**Policy #9.090 Telecommuting Policy**

**PURPOSE**

Promotes achievement of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District (SCAQMD) Rule 2202.

Enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by offering/supporting an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

Utilizes orientation and training sessions to provide alternative ways of working to maximize County resources, reduce absenteeism, increase productivity and improve employee morale.

**REFERENCE**

January 31, 1989 Board Order, Synopsis 5

August 16, 1990 County of Los Angeles Telecommuting Standards

November 16, 2004 Burke motion to update Board Policy by Feb. 22, 2004 (extension sought to April 25, 2005)

April 26, 2005 Updated County Telecommuting Program and Policy

**POLICY**

The County Board of Supervisors has approved the establishment of a County Telecommuting Program (CTP). Telecommuting is working at a location other than a conventional office. This can be either at home, neighborhood center or at an office close to home.

Telecommuting is a management option, not a universal employee benefit. Department heads are encouraged to implement telecommuting as a means of increasing its average vehicle ridership (AVR) for regulated sites, and when it is deemed mutually beneficial by both the department and the employee. Selection criteria should be based on suitability of their jobs, an assessment of the likelihood of their success as telecommuters, and an assessment of their supervisor's ability to manage remote workers.

It is required that County departments maintain detailed records of the number of employees participating in the program, number of days per week each employee telecommutes, records of signed agreements and orientation and training sessions offered in support of the program for a minimum of three years. Each department will file semi-annual reports on the County Telecommuting Program with the Chief Administrative Office in advance of its December report to the Board.

Telecommuters may be selected from either represented or non-represented employees, and must have a performance evaluation of "Competent" or higher for the most recent Performance Evaluation.

A telecommuting agreement should be entered into by both the County department and the employee. The agreement should require adherence to the telecommuting standards, guidelines and conditions first adopted by the Board of Supervisors on August 16, 1990 and updated on April 26, 2005. The telecommuting standards address policy issues related to workers compensation, use of County equipment, telephone costs, tax implications and other issues deemed appropriate by the County.

Finally, the terms and conditions of employment for the telecommuter must conform to County Code, Memorandum of Understanding (MOU) provisions and/or any other terms agreed to by both the employee and supervisor. Work hours, overtime, compensation and vacation schedules are included and remain subject to the County Code and MOU agreements.

**Responsible Department**

Chief Administrative Office

**Date Issued/Sunset Date**

Issue Date: April 26, 2005

Sunset Date: April 26, 2015