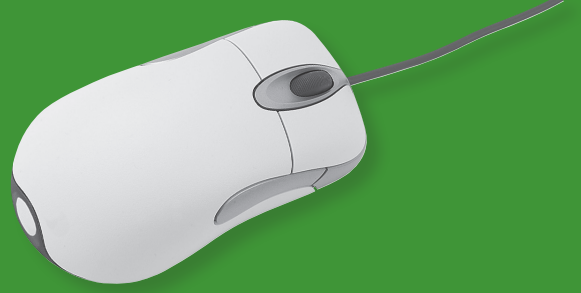
Teleworking in the County of Los Angeles

Selection Criteria

- Teleworkers may be selected from among represented or non-represented employees, who must have a performance evaluation of "Competent" or higher for the most recent Performance Evaluation.
- Employees should be selected on a voluntary basis by supervisors.
- Approved Teleworkers must first participate in a two-hour training session prior to entering into a formal County Telework Program (CTP) agreement.
- The CTP agreement requires compliance with established Telework Standards, Guidelines and Conditions first adopted by the Board of Supervisors on August 16, 1990 and updated in 2008 and 2012.

For more information about the County Telework Program, contact:

Chief Executive Office
Office of Workplace Programs and Marketing
500 W. Temple St., Room B-1
Los Angeles, CA 90012
(213) 974-2619 or 974-1182



COUNTY OF LOS ANGELES

Telework Program

A Winning Solution

COUNTY OF LOS ANGELES

Board of Supervisors

HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

SACHI A. HAMAI
Interim Chief Executive Officer

Teleworking in the County of Los Angeles

The County of Los Angeles is home to one of the largest telework programs in the nation. Within its workforce of over 100,000 people, a growing number of County employees are working smarter, using the "electronic highway" instead of heavily congested freeways.

On a motion by Supervisor Michael D. Antonovich, the Board of Supervisors established the County Telework Program (CTP) in 1989.

Telework helps reduce the number of solo drivers to the workplace and is an effective way for the County to achieve its regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District's (SCAQMD) Rule 2202.

Currently, employees participating in the CTP are using the Telework option on a regular basis, and in most cases at least twice a week.

Trip Reduction

Telework offers and supports an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

An Employee Transportation Coordinator (ETC) in each County Department is responsible for promoting Telework. Telework, a management option, is not a negotiated or universal employee benefit. The Chief Executive Office, Office of Workplace Programs and Marketing provides telework training and program assistance to teleworkers and telemanagers on an as needed basis.

During natural disasters (earthquakes, fires, floods) and other emergency situations, Telework is a viable option whereby employees are placed temporarily in either an off-site office or home-based work area.

In addition, the CTP fulfills several Countywide Strategic Plan goals, namely, Service Excellence, Organizational Effectiveness and Fiscal Responsibility.

Connectivity

- Work hours, overtime compensation and vacation schedules for Teleworkers conform to County Code, to MOU provisions and to terms agreed upon by the employee and supervisor.
- Use of equipment, software, data supplies and furniture, when provided by the County for use at the offsite work location, is limited to authorized persons for purposes relating to County business.
- Employees must remain accessible to their supervisor and Department staff.
- Employee benefits such as Workers' Compensation remain unchanged.

Productivity

- Employee performance standards are monitored.
- Teleworkers enter into a formal agreement that sets guidelines and conditions for participation.
- Selection criteria are based on suitability of work and an assessment of the likelihood of success.
- Performance expectations remain unchanged.

Accountability

- Terms and conditions of employment for the Teleworker and the supervisor remain unchanged.
- Employees must maintain a safe home "work" environment.
- Teleworker agrees to complete assignments by the established deadlines.
- County Departments must submit a quarterly report to CEO which includes detailed records of the number of employees participating in the CTP, number of days per week each employee telecommutes, records of signed agreements, orientation and training sessions offered.

Improves Air Quality

- The County's Telework Program demonstrates a commitment to clean air by reducing the number of employees driving solo to work and thus reducing air pollution from vehicles.

Enhances Resource Management

- More than 5,000 County employees currently Telework an average of 1.4 days a week, saving at least $408 annual in gasoline costs.
- Teleworkers collectively save more than 335,340 hours in travel time and conserve about 583,200 gallons of gasoline, eliminating 147.6 tons of air pollutants annually.

Family Friendly

- Telework offers employees greater flexibility in meeting their child care or elder care needs. However, it is NOT a solution for child or elder care.
- Flexibility allows Teleworkers to alter their work schedule to accommodate medical appointments.

Reduces Absenteeism

- Teleworkers have an average reduction in absenteeism of 3.8 days.
- Employees at off-site or home "work" locations face little or no traffic congestion.

Workplace Benefits