

Telework Policy Q&A

1. Does an employee have a right to telework?

- No. Management determines which positions and employees are eligible for telework and to what extent possible pursuant to the parameters of the policy. Management has the right to end an employee's approved telework schedule with seven days' notice, if, for example, the arrangement no longer meets operational needs or the employee's work performance declines.

2. My manager/supervisor previously denied a telework request, but now my job assignment has changed and may allow for telework. Can I submit a renewed request for telework?

- Yes. If something has changed in your position that could impact a determination about telework, you may submit another request to your manager/supervisor for consideration.

3. What equipment will the employee need at the telework site and who will provide it?

- The employee will generally be required to provide their own equipment at the primary telework site.
- Employees may request reimbursement for qualifying purchases through the [Staff Development and Wellness Allowance Program](#). Reimbursement is dependent on available funds and authorized equipment.
- Departments should provide basic office supplies – pens, copy paper, notepads, etc.
- Requests by employees to telework as part of a reasonable accommodation are outside the scope of the Telework Policy. Equipment needs related to an accommodation request would be discussed and determined as part of the interactive process. Employees should follow department processes if they believe they need an accommodation.

4. Who is responsible for maintaining and servicing equipment used at the primary telework site?

- The employee will be responsible for all personally owned equipment at the primary telework site. Employees who have department issued equipment should report the issue to their supervisor/manager and may be required to bring items to the workplace for maintenance, repair, or replacement if the issues cannot be resolved remotely.

5. Can my supervisor/manager require that I come into the office to work on a scheduled telework day?

- Supervisors/managers should honor scheduled telework days where possible. However, there may be times when operations require an employee to come into the office, including for staff meetings, operational issues, or unexpected staffing situations (e.g. someone calls in sick).
- If an employee is told to report to the worksite and their workday has already begun as normally scheduled and expected, the employee should be provided paid work time to commute to the office. They will not receive paid time to return home at the end of the workday.
- If an employee is given advance notice, such as notification the day prior, and can reasonably report to the worksite at the regularly scheduled start time, the employee's commute is not paid time.

6. Can my supervisor/manager assign a teleworking employee to a different hourly schedule, for example if they normally work 8am – 5pm, but they are needed to work 10am -7pm.

- Yes. However, telework is not exempt from the schedule change notification requirements that may exist in the applicable MOU or the Salary Resolution. Managers and supervisors should review the applicable MOU or the Salary Resolution for schedule change requirements as the County may be required to pay overtime for schedule changes if proper notice is not provided. Shift pay may also be required depending on the times for the schedule change. Managers and supervisors should consult with their department HR staff or HR Employee and Labor Relations Analyst regarding schedule changes.

7. How much notice does a supervisor/manager have to give a teleworker if their telework agreement is ending?

- For telework agreements that have a stated end date, the employee is responsible for returning to work after the expiration date unless another agreement is executed.
- For telework agreements without a specific end date, the employee is to be provided at least seven days' notice.

8. I want to telework half days. Do I have to commute on my break, or am I paid for travel time to come to the office or return home mid-day?

- Employees who elect a half-day teleworking schedule, or a partial day telework schedule, will be required to commute on their own time. The employee and supervisor/manager may want to consider whether the employee can reasonably commute home on their lunch break when approving this type of schedule.

10. I am going on vacation or need to care for a family member and want to continue to perform some telework from another state. Is this allowed?

- Employees are encouraged to use their vacation accruals to take time away from work.
- Employees are encouraged to use available leaves for care of a family member as allowed under FMLA, CFRA or other eligible leave entitlements.
- All employees' primary telework location are required to be in California. Employees with a short-term need to work out of state should review the situation with their supervisor/manager as the change in location should be approved in advance. Employees may be expected to report to their assigned office (see #5 above) or a disaster service work assignment during telework hours.

11. If my telework day falls on a holiday, can I telework on a different day?

- An employee is expected to adhere to the telework schedule as documented in the Telework Agreement; holidays should not be considered a reason to change a regular scheduled telework

day. Requests for schedule changes or intermittent telework days should be submitted to your supervisor/manager and approved in advance.

12. If I am sick and/or my child is sick and I am scheduled to work in the office, can I telework instead of using sick leave?

- If you are sick, stay home. Whether or not you can also work from home is up to your supervisor and whether you are physically able to work. In general, if you are sick you should be resting – not working. The ability to telework should be discussed with your supervisor on a case by case basis. If you are caring for a sick child, the age of the child and level of care needed may also be a factor, and again, should be discussed with your supervisor.
- Any arrangement to telework some or all of your regularly scheduled hours instead of using sick leave must be approved in advance by your supervisor or manager.

13. I have a note from my medical provider that states I have to telework some or all of my schedule. Does my employer have to honor it?

- Employees should provide medical notes to their supervisor/manager. The supervisor/manager should contact department HR staff and/or their Disability Management Analyst promptly and engage the employee in an interactive process to determine reasonable accommodation options in accordance with the County's Disability and Reasonable Accommodation Policy.

14. What about employees scheduled to telework during emergency closures, do they still telework?

- Employees who are able to continue working as regularly scheduled will be expected to do so. Employees may be asked to telework on a regular on-site day if needed to continue operations during an emergency or for a Disaster Service Worker assignment. Employees may also be asked to report onsite in an emergency or when they do not have power at home.