County of Monterey
Board Policy Manual

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Telework Policy	P-250	1 of 2
Policy Category Personnel		

I. Purpose

This policy is designed to allow telework to be made available to County employees whose work can reasonably be completed remotely and is intended to provide mutual benefit to both employees and the County.

Telework benefits employees, departments and the community. Benefits may include:

- Decreased energy consumption, air pollution, traffic and parking congestion
- Recruitment and retention of highly qualified employees
- Increased productivity
- Reduced employee absenteeism
- Efficient use of County resources, including office space
- Greater flexibility for employees and departments
- Improved employee morale and job satisfaction
- Reduced employee commute time and costs
- Improved Work life balance
- Ability to function during an emergency.

II. Background

To support the County's goal to be the Employer of Choice, to meet the County's 2030 sustainability goals and in light of the COVID-19 Pandemic, the County is creating a new Telework Policy to reflect the change in how the County and its employees operate in today's evolving workplace.

III. Policy

The County of Monterey supports telework as a practical and positive work option for eligible employees. The County's Telework program is intended to minimize environmental impacts while creating economic and other efficiencies and benefits for both employees and the County. These benefits include reduction in employee commutes, traffic congestion, fuel consumption and greenhouse gas emissions, along with improved productivity and employee morale. All of the above serve as useful recruitment and retention tools.

The Telework Policy and program apply Countywide, and Department Heads may consider making telework available to appropriate eligible employees based on the operational needs of their department.

All County employees who telework must have an approved Telework Agreement under this policy. Telework does not change the duties, obligations, responsibilities, or terms and conditions of County employment. Telework is a privilege and a responsibility, not an entitlement or a right.

Employees must read the Telework Policy, complete the mandatory Telework training and submit the Telework Agreement through the departmental approval process before teleworking. A supervisor, manager, Department Head or designee may deny, end, or modify a Telework Agreement based on operational needs. Similarly, a telework employee may request to change a Telework Agreement at any time. Employees may be removed from the Telework Program if they do not comply with the terms of their Telework Agreements or no longer meet one or more of the terms of eligibility as defined in the Telework Administrative Procedures.

IV. Review Date

a) This Policy has been reviewed for continuance by November 25, 2029.

V. Board Action

a) Legistar File No. RES 20-119, July 28, 2020.