



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: TELECOMMUTING PROGRAM

Policy No.: A209
Supersedes: June 9, 2006
Revision Date: March 23, 2010
Reviewed July 2, 2013
Page: 1 of 2

PURPOSE

To establish procedures for initiating participation in the Telecommuting Program.

DEFINITION

Telecommuting, or working from another location such as home or an office close to home, is an assignment that the County of Los Angeles may choose to make available to some employees when a mutually beneficial situation exists

Telecommuting is not an employee benefit; it is an alternate method of meeting the needs of the County.. Employees do not have a "right" to telecommute The telecommuting arrangement can be terminated by either the employee or the County at any time..

POLICY

In order to implement a telecommuting assignment, management and participating employees must agree to the conditions listed below:

- The duties, obligations, responsibilities and conditions of a telecommuter's employment with the County remain unchanged. Employee's salary, retirement, benefits and County-sponsored insurance coverage shall remain unchanged.
- Work hours, overtime compensation, and vacation schedule will conform to the County Code, to MOU provisions, and to terms otherwise agreed upon by employee and the supervisor
- The use of equipment, software, data supplies and furniture, when provided by the County for use at the remote work location, is limited to authorized persons and for purposes relating to County business
- Employees should designate a work space for installation of equipment to be used in the project. This work space should be maintained in a safe condition, free from hazards and other dangers to employee and equipment.
- Since the employee's remote work space shall be considered im extension of the County work space, the County's workers' compensation liability for job related accidents will continue to exist during the employee's telecommuting work hours.

EFFECTIVE DATE: September I, 1993

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

- o In the event of delay in repair or replacement of equipment or any other circumstance under which it would be impossible for the employee to telecommute, the employee may be assigned to do other work and/or assigned to another location
- o When County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used. The County will provide for repairs to County equipment.
- o When the employee uses his/her own equipment, the employee is responsible for maintenance and repair of equipment.
- o All prospective telecommuters and their supervisors are required to attend a telecommuting training session provided by the Department of Health Services/Human Resources Division (DHS/HRD) before an employee begins telecommuting
- o A telecommuting Request form (Attachment I) must be completed by the employee each time the employee telecommutes.

PROCEDURES

In order to obtain approval for participation, the following documents must be reviewed and completed by the employee and supervisor:

- Los Angeles County Telecommuting Standards (Attachment II)
- Telecommuting Project Information (Attachment III)
- Telecommuter's Assignment (Attachment IV)

The supervisor will channel Attachments III and IV to their respective Department Head who will assess the request and, if participation is warranted, prepare a written recommendation for the CEO's consideration. The CEO will consider the recommendation and approve or deny it, then forward it to Human Resources for completion of processing.

Review Process

Human Resources will be responsible for maintaining a copy of the agreement in a central location. In addition, an annual review will be conducted in order to assess compliance with this policy.

Attachments

REFERENCE: Department of Health Services, Policy No 754

Revised: January 2003
June 9, 2006

Reviewed: March 23, 2010 GLI:mm
July 2, 2013 AC

COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

TELECOMMUTING REQUEST FORM

Instructions: The top portion is to be completed by the employee prior to each time of telecommuting. The bottom portion is completed after returning from telecommuting.

Name:

Date Submitted:

Hours to be Worked: From: _____ To: _____ Lunch time: D '12 hr DI hr

Date of telecommuting:

Project/Assignment to be Worked:

Specific Activity Related to Above:

Approved: _____ Date:

To be completed by employee after telecommuting date

Work Product Completed:

Work Reviewed by: _____ Date:

LOS ANGELES COUNTY TELECOMMUTING STANDARDS

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When a telecommuting assignment is implemented, the following conditions will apply:

- 1 Telecommuting is entirely voluntary and may be terminated by the employee or the County at any time
2. The duties, obligations, responsibilities and conditions of a telecommuter's employment with the County remain unchanged Employee's salary, retirement, benefits and County-sponsored insurance coverage shall remain unchanged.
3. Work hours, overtime compensation and vacation schedule will conform to the County Code, to MOU provisions and to terms otherwise agreed upon by employee and the supervisor
- 4.. The use of equipment, software, data supplies and furniture, when provided by the County for use at the remote work location, is limited to authorized persons and for purposes relating to County business
- 5 Employees should designate a work space for installation of equipment to be used in the project This work space should be maintained in a safe condition, free from hazards and other dangers to employee and equipment
- 6 Since the employee's remote work space shall be considered an extension of the County work space, the County's worker's compensation liability for job related accidents will continue to exist during the employee's telecommuting work hours
- 7 In the event of delay in repair or replacement of equipment or any other circumstance under which it would be impossible for the employee to telecommute, the employee may be assigned to do other work and/or assigned to another location
- 8 When County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used. The County will provide for repairs to County equipment.
- 9.. When the employee uses his/her own equipment, the employee is responsible for maintenance and repair of equipment
- 10 The employee remains liable for injuries to third persons and/or members of employee's family on employee's premises.
- 11 Requests to work overtime, use sick leave, vacation or other leave must be approved by the employee's supervisor in the same manner as when working in the regular office
12. If a telecommuter is sick while working at home, the telecommuter reports those hours worked and uses sick leave for hours not worked

- 13 Employee who telecommute are required to participate in all studies, inquiries, reports or analysis relating to telecommuting for the County. While the employee's individual responses shall remain anonymous, the data may be compiled and made available to the general public without identification of employees
- 14 Employees remain obligated to comply with all County rules, policies, practices, instructions; violation of such may result in a preclusion from telecommuting and/or disciplinary action, up to an including termination of employment.
- 15 Individual tax implications related to the home work space shall be the responsibility of the telecommuter.. Employees are advised to consult a tax expert
- 16 With reasonable notice, the County may make on-site visits to the employee's home to determine that the work site is safe and free from hazards and to maintain, repair, inspect or retrieve County-owned equipment, software, data and supplies

I have reviewed the above material with _____, _____, _____, _____ prior to his/her
----- (Employee's name)
 participation in the County's telecommuting program .

 Supervisor Signature

Date:

The above information has been discussed with me.

 Employee Signature:

Date:

COUNTY OF LOS ANGELES- DEPARTMENT OF HEALTH SERVICES
RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

TELECOMMUTING PROJECT INFORMATION

Please complete this work sheet for each employee in your department who will be telecommuting.
(Please print.)

Department: _____ Pay Location: _____

Employee's Name: _____

Home Address: _____

Employee's Payroll Title: _____

Represented

Non-Represented

Bargaining Unit

Supervisor's Name: _____

Description of Telecommuting Project (how many days a week; tasks or extraordinarily long commutes saved by telecommuting): _____

Please explain how the department will fund this project: _____

Equipment needed for telecommuter: _____

Computer

Telephone Line

Phone Card

Typewriter

Equipment provided by: _____

Telecommuter's Standards Completed: Yes No Date of Training _____

This form completed by: _____ Ext _____

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

TELECOMMUTER'S ASSIGNMENT

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Telecommuting, or working from another location such as home or an office close to home, is an assignment that the County of Los Angeles may choose to make available to some employees when a mutually beneficial situation exists.

Telecommuting is not an employee benefit, but rather is an alternate method of meeting the needs of the County. Employees do not have a "right" to telecommute; the arrangement can be terminated by either the employee or the County at any time.

These are conditions for telecommuting agreed upon by the telecommuter and his/her supervisor:

1. The employee agrees to work at the following location:

2. The employee will telecommute _____ days per week

3. The employee's work hours will be as follows:

4. The following are the assignments to be worked on by the employee at the remote location with the expected delivery dates:

5. The following equipment will be used by the employee in the remote work location:

Equipment will be provided by: _____

6. The following is the arrangement agreed upon for handling telephone calls made by the telecommuter from the remote work location for County business, e.g., phone card, tie-in to centrex line:

7. The employee agrees to call the central office to obtain his/her messages at least _____ times per day

Telecommuter's Assignment

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- 8 Employee agrees to obtain from the central office all supplies needed for work at the alternate location. Out of pocket expenses for supplies regularly available at the County office will not normally be reimbursed
- 9. The employee understands that telecommuting cannot be combined with child/elder care
- 10 Additional conditions agreed upon by the telecommuter and supervisor are as follows:

I have reviewed the above material with

(Employee's name)

prior to his/her participation in the County's telecommuting program

Supervisor Signature

Date:

The above information has been discussed with me.

Employee Signature:

Date:

For Human Resources Only:

Telecommuting Training Attended by:

Employee Name: _____ Date:

Supervisor Name: _____ Date:

**COUNTY OF LOS ANGELES- DEPARTMENT OF HEALTH SERVICES
OFFICE OF HUMAN RESOURCES**

TELECOMMUTING RESOURCE LIST

Home-Based Telecommuting

(213) 974-2495

The County trains employees who want to telecommute from home using their offices and clients. Nearby office support services are identified for enhanced productivity..

Emergency Telecommuting

(213) 974-2495

During emergencies such as earthquake recovery or major freeway repair, employees can temporarily work in available office space or at home after attending mini-training sessions.

SCAG/SOUTHERN CALIFORNIA RIDESHARE

(800) COMMUTE

A statewide commuting referral system provides up-to-date information on all transportation options from train schedules to telecommuting center services..