



*Live Well. Health Matters.*

**POLICY TITLE:** TELECOMMUTING  
**POLICY NUMBER:** 3100

**COMMITTEE APPROVAL DATE:** 11/13/2018  
**BOARD APPROVAL DATE:** 11/28/2018  
**WRITTEN/REVISED BY:** HUMAN RESOURCES  
**SUPERSEDES:** N/A

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**POLICY:**

**3100** It is the policy of the Beach Cities Health District (“District”) to promote telecommuting as a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting, or teleworking, is the concept of working from home or another location on a full- or part-time basis. The District recognizes the benefits of such work options for employees when both program and employee personal needs can be addressed.

**SCOPE:**

**3100.1** This policy applies to all District employees.

**RESPONSIBILITY:**

**3100.2** It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly.

**GUIDELINES:**

**3100.3** The District encourages the use of telecommuting and teleworking where it's a viable option and clearly defines the benefits to the employee and management.

**3100.4** Telecommuting/teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the District. The District has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

**3100.5** The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the telecommuting program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the telecommuting program.

**3100.6** Employees requesting formal telecommuting arrangements need to meet the following eligibility criteria:

**3100.6.1** Must be employed with the District for a minimum of 12 months of continuous, regular employment

**3100.6.2** Received a minimum satisfactory performance rating on their most recent performance evaluation and/or is currently considered to be in good performance standing; and

**3100.6.3** Able to work efficiently and effectively with minimal supervision

**3100.7** Telecommuting can be informal, such as working from home for a short-term project or

on the road during business travel, or a formal, set schedule of working away from the office. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

**3100.8** Prior to approving any telecommuting agreement, managers/supervisors must consider the employees' workload and the type of work performed. Consideration should also be given to the impact the proposed work schedule will have on fellow employees, employee morale, as well as the functional needs of the department as a whole. The Department Head is responsible to ensure necessary adjustments are implemented and that the telecommuting policy is administered in a manner that will positively impact their department.

**3100.9** If the employee and supervisor agree, the Department Head and Human Resources department concurs and the Chief Executive Officer approves, a telecommuting agreement will be prepared and signed by all parties outlining all expectations and protocols necessary for the telecommuting arrangement.

**3100.10** All telecommuting requests must be approved by the employee's Department Head, Human Resources and Chief Executive Officer.

**3100.11** Employees with approved telecommuting requests are expected to read, understand and follow the telecommuting arrangement procedure that can be found with the Human Resources department. A copy will be provided to the employee upon approval.

**3100.12** Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the District's HRIS portal. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **3100.13 Ad Hoc Arrangements**

**3100.13.1** Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved by the employee's supervisor and department head on an as-needed basis only, with no expectation of ongoing continuance.

**3100.13.2** Other informal, short-term arrangements may be made for employees on a case-by-case basis to the extent practical for the employee and the District, focusing first on the business needs of the District.

### **EXCEPTIONS:**

**3100.14** The Chief Executive Officer is the only person authorized to make exceptions to this policy.