



*City of Arts & Innovation*

# Human Resources Board

**TO: HUMAN RESOURCES BOARD** **DATE: SEPTEMBER 14, 2021**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: REVISIONS TO THE TELECOMMUTING PROGRAM FOR FLSA EXEMPT EMPLOYEES POLICY (II-11).**

## **ISSUE:**

Approve revisions to the Telecommuting Program for FLSA Exempt Employees Policy (II-11).

## **RECOMMENDATION:**

That the Human Resources Board approve revisions to the Telecommuting Program for FLSA Exempt Employees Policy (II-11).

## **BACKGROUND:**

The Telecommuting Program for FLSA Exempt Employees Policy (II-11) was last revised in March 2020. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

## **DISCUSSION**

The Telecommuting Program Policy for FLSA Exempt Employees includes revisions to clarify that out-of-state telecommuting arrangements are not allowed. Additionally, the revisions include a new section that indicates that City management has the discretion to discontinue a telecommute arrangement as employees do not have a vested right to telecommute. The revisions also specify that telecommute arrangements may not be used to circumvent the City's leave provisions.

A new section was added to the policy to inform employees that the City of Riverside is a government agency, and public employees take an oath and are required to act as Disaster Service Workers and report for duty in the event of a disaster or emergency as defined in Section 3100 of the California Government Code.

The revisions to the Telecommute Policy establish uniform guidelines for eligibility, hours and availability, work location, equipment, supplies and support, confidentiality, limitations,

frequency, and duration. Furthermore, all policies also include administrative changes to reflect process changes and to conform to a city-wide format.

Telecommuting creates a flexible work environment, which can lead to increased productivity, reduced turnover, and improved morale. The pandemic, however, highlighted the need to be flexible and nimble as an organization to ensure continuity of operations and delivery of services. Telecommuting and hybrid work schedules will be an important for the City to remain a competitive and valued employer. Telecommuting can also cut back on daily commutes, which reduces pollution and greenhouse gas emissions. These reductions can help the City be a part of reducing climate change.

The policies were reviewed by City Management and a City-Wide Policy Committee for their concurrence with policy changes.

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 5 High Performing Government and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The policy contained within this report has been reviewed and approved by the various bargaining units, will be reviewed by the Human Resources Board, and a Public Hearing will be held to receive public input and build community trust. Updated policies and procedures ensure that quality services are provided to all.
2. **Equity** – Telecommuting can help the City be a part of reducing climate change and improving air quality, which would benefit the community and beyond. It is important to keep all policies and procedures up-to-date to ensure equitable applicability of personnel rules.
3. **Fiscal Responsibility** – Flexibility and telecommuting can help with employee retention as recruiting and training new employees is expensive. Further, telecommuting can also ensure continuity of operations and delivery of services.
4. **Innovation** – Telecommuting enables the City to stay competitive in a dynamic job market where flexible schedules are becoming the norm. A collaborative and innovative approach was used to revise this policy to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – In many instances during the pandemic, telecommuting ensured the City was able to be resilient by maintaining continuity of operations and delivering critical services. Telecommuting can also cut back on daily commutes, which reduces pollution and greenhouse gas emissions. These reductions can help the City be a part of reducing climate change.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, Human Resources Director  
Approved by: Rafael Guzman, Assistant City Manager

**Attachments:**

1. Telecommuting Program for FLSA Exempt Employees (II-11)