



Dallas County
BRIEFING / COURT ORDER
Commissioners Court - Sep 07 2021

- Resolution
- Solicitation/Contract
- Executive Session
- Addendum

Policy Revision - Telecommuting Program Section 82-33

Briefing Date: Sep 7 2021
Funding Source: N/A
Originating Department: Human Resources
Prepared by: Shirley Johnson,
Recommended by: Robert B. Wilson, Director of Human Resources

BACKGROUND INFORMATION:

In its continuing efforts to update and clarify the *Dallas County Code*, the Human Resources/Civil Service Department submits the attached minor revision with ~~strike through~~ and underline to Sec. 82-33 Telecommuting Program.

OPERATIONAL IMPACT:

The amended policy will provide clarification to current policy and practices.

FINANCIAL IMPACT:

There is no financial impact.

LEGAL IMPACT:

The Civil Division of the District Attorney's Office has reviewed the revision to this policy.

PROJECT SCHEDULE:

N/A

SBE PARTICIPATION:

N/A

ADMINISTRATIVE PLAN COMPLIANCE:

Recommendation supports Dallas County's Vision under the Administrative Plan of becoming operationally a model governmental entity by supporting Objective 6: Update, Improve, Maintain, and Make Readily Available Online Collection of All County Policies.

RECOMMENDATION:

The Human Resources/Civil Service Department recommends Commissioners Court approve the attached revised policy Sec. 82-33, Telecommuting Program with minor revisions for immediate inclusion into the Dallas County Code.

MOTION:

On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the attached revised policy Sec. 82-33, Telecommuting Program with minor revisions for immediate inclusion into the Dallas County Code.

ATTACHMENTS:

[Telecommuting Program](#)

Sec. 82-33. - Telecommuting program.

- (a) ~~Generally~~—Dallas County permits employees to telework when approved by the employee's elected official/department director. With a thoughtful plan in place, telework can benefit not only the employee but also the supervisor, the team, and Dallas County.
- (b) Telework permits an employee to work at an alternate site, such as a home, a satellite office, or a library. An elected official/department director who determines it is advantageous to allow an employee to work at an alternate site may approve:
- (1) **Occasional telework:** Occasional telework is infrequent and not regularly scheduled. Written approval, such as ~~via an~~ email, must be provided by the elected official/department director (or a designee).

Occasional telework may be used when an employee has:

- a personal need at home, such as meeting a service technician;
- a temporary workplace disruption, such as office remodeling, temporary childcare issues, or inclement weather; or
- another circumstance that supports the need to telework.

Occasional telework may be intermittent and may not exceed ~~ten~~10 consecutive work days.

- (2) **Regular telework:** Regular telework arrangements are for ongoing telework and must be supported by a completed Telecommuting Agreement Request Form (HR/CS #106) that specifies the requirements and details of the arrangement. The telework arrangement can last for a defined period or ~~can~~ continue indefinitely, with regular review. The employee's elected official/department director must approve this assignment.

Regular telework may be used when:

- A lack of work space, a disaster, or an epidemic virus exists;
- The elected official/department director determines that the arrangement will result in improved productivity and employee engagement; or
- The elected official/department director determines that the telework arrangement benefits the attainment of operating goals.

- (c) Telecommuting may be appropriate for high-performing employees whose job responsibilities are suited for such arrangements. Telecommuting requests are considered on an individual basis. When evaluating whether a position is suitable for telecommuting, a manager should evaluate whether the job tasks can be performed independently and away from the workplace setting and whether an employee's absence from the workplace would interrupt office operations. When evaluating whether an employee is eligible for a telecommuting assignment, a manager should consider whether the employee is:

- (1) A high performer, as evidenced by performance evaluations;
- (2) Able to communicate effectively with clients, stakeholders, and team members;
- (3) Able to manage time effectively;
- (4) Able to work independently; and
- (5) Free from significant disciplinary actions.

(d) A telecommuting employee: *Employee responsibilities*

- (1) ~~A telecommuter m~~Must abide by this Policy and the employee's Telecommuting Request Form as well as all other Dallas County policiesAgreement, and.
- (2) ~~A telecommuter r~~Remains subject to all Dallas County performance standards and policies as well as any additional requirements imposed by the elected official/department directorhead.

(e) Liability Considerations [kk1]

- ~~(1) If a telecommuter incurs an injury, workers' compensation laws and rules apply.~~
- ~~(2) A telecommuter is responsible for any injuries to third parties on the employee's premises during the employee's telecommuting work period.~~

(Ord. No. 2011-1463, 8-30-2011)

Sec. 82-33. - Telecommuting program.

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- (b) Telework permits an employee to work at an alternate site, such as a home, a satellite office, or a library. An elected official/department director who determines it is advantageous to allow an employee to work at an alternate site may approve:
 - (1) **Occasional telework:** Occasional telework is infrequent and not regularly scheduled. Written approval, such as an email, must be provided by the elected official/department director (or a designee).

Occasional telework may be used when an employee has:

- A personal need at home, such as meeting a service technician;
- A temporary workplace disruption, such as office remodeling or inclement weather; or
- Another circumstance that supports the need to telework.

Occasional telework may not exceed ten consecutive workdays.

- (2) **Regular telework:** Regular telework arrangements are for ongoing telework and must be supported by a completed Telecommuting Request Form (HR/CS #106) that specifies the requirements and details of the arrangement. The telework arrangement can last for a defined period or continue indefinitely, with regular review. The employee's elected official/department director must approve this assignment.

Regular telework may be used when:

- A lack of work space, a disaster, or an epidemic virus exists;
- The elected official/department director determines that the arrangement will result in improved productivity and employee engagement; or
- The elected official/department director determines that the telework arrangement benefits the attainment of operating goals.

- (c) Telecommuting may be appropriate for high-performing employees whose job responsibilities are suited for such arrangements. Telecommuting requests are considered on an individual basis. When evaluating whether a position is suitable for telecommuting, a manager should evaluate whether the job tasks can be performed independently and away from the workplace setting and whether an employee's absence from the workplace would interrupt office operations. When evaluating whether an employee is eligible for a telecommuting assignment, a manager should consider whether the employee is:

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- (3) Able to manage time effectively;
- (4) Able to work independently; and
- (5) Free from significant disciplinary actions.

(d) A telecommuting employee:

- (1) Must abide by this Policy and the employee's Telecommuting Request Form as well as all other Dallas County policies; and
- (2) Remains subject to all Dallas County performance standards and policies as well as any additional requirements imposed by the elected official/department director.