

**Presentation by Team 5**



# Teleworking Policy

# Team 5 Members



**PRESENTATION  
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# Our Vision & Mission

**The Policy we are recommending to you today, reflects a compilation of existing policies and best practices that already exist in many of your agencies.**



# Teleworking is good for you and good for the organization



<https://www.youtube.com/watch?v=R2whPdnCGrM>

# Use of Hybrid Model

- Businesses
- Schools and Colleges
- Health Sector
- Community Engagement Strategies
- Gyms, Group Fitness Classes and other Classes

WHY NOT WORKPLACE?

HYBRID TELEWORKING MODEL



# Alameda County Cities Telework Matrix

WORK ARRANGEMENT MODULE					ELIGIBILITY				
Cities	Allowed Teleworking?	Flex Schedule	No Policy/Full time in office	Full time Remote	Ergonomics provision for telework employees	Department Heads/Supervisor/ Division Heads	Reimbursement policy	Agreement Duration	Did the city expand online services to accommodate Telework?
Alameda	T	x				x	No	NS	
Albany	x	x		T		x		NS	
Berkeley	x	x							
Dublin	x				O	x			x
Emeryville	x			x					
Fremont	x				O	x	CC	T	x
Hayward	x	x		x	O	x	CC	NS	x
Livermore	x	x			O	x		NS	
Newark	x	x		x		x			
Oakland	x					x	CC		
Piedmont		x			CC	x	CC	NS	x
Pleasanton	x	x	x		O	x		NS	
San Leandro	x	x	x		O	x	x*	1 year	x
Union City	x	x			O	x		6 months	x
<b>Team 5 Policy</b>	<b>x</b>				<b>CC</b>	<b>x</b>	<b>CC</b>	<b>1 year</b>	

Legend			
X = Yes			
T = Temporary			
O = In office use only			
CC = Case by Case Basis			
NS = Not specified			
* one time COVID reimbursement \$860, new hires ineligible			

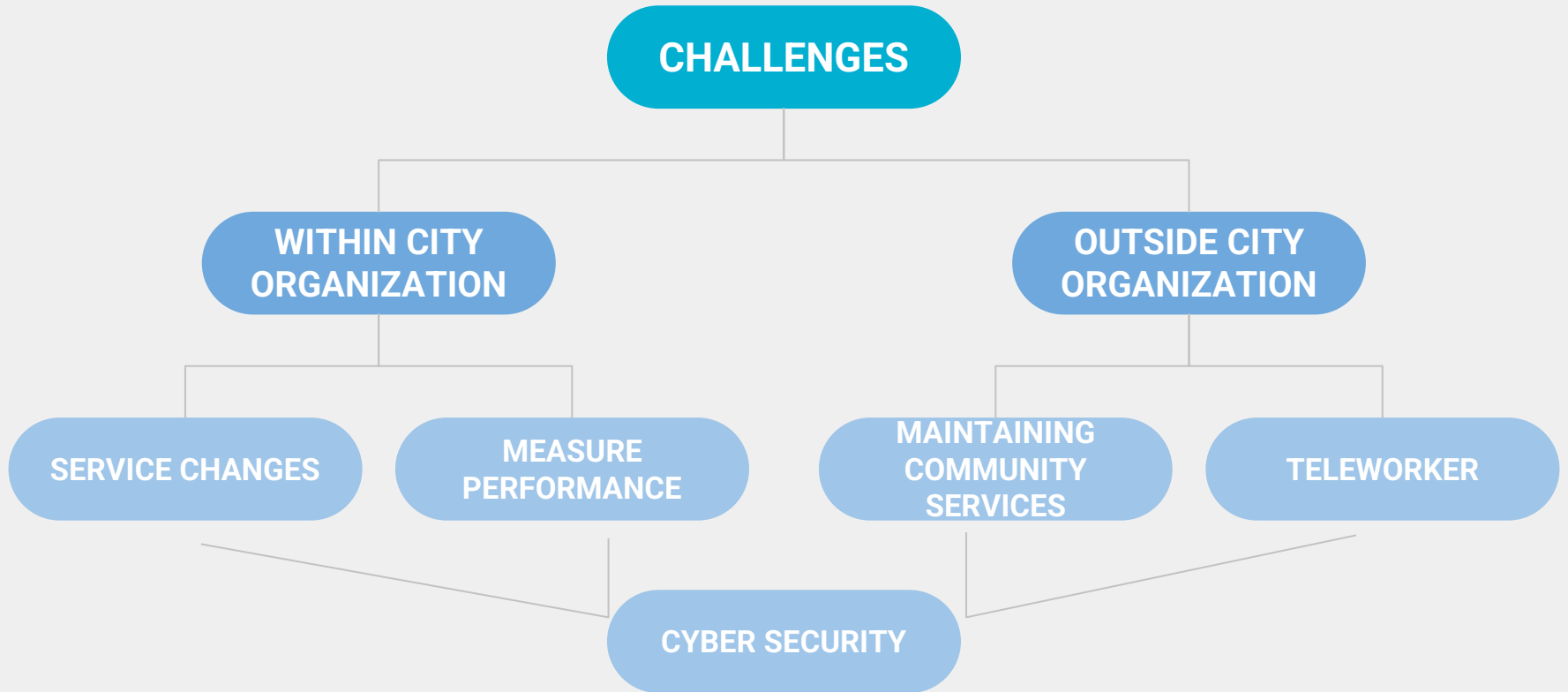
# RECOMMENDED TELEWORKING POLICY OUTLINE

The Hybrid Teleworking model will allow for no more than 2 days per week of teleworking.

- I. Purpose
- II. Eligibility(training)
- III. Expectations
- IV. Work Schedule(timesheet)
- V. Workspace and Location
- VI. Equipment and Technology Access
- VII. Agreement Duration and Termination
- VIII. Forms



# Why Hesitate to Telework?





**WORK  
SCHEDULE**

**ELIGIBILITY  
& HOW**

**SERVICE  
CHANGES**

**LOGISTICS**

**GOAL: Business as usual and  
employee retention**

**Policy Reference: Sections II, IV  
and V**



**ENCOURAGE  
BREAKS AND  
CHECK-INS**

**TRUST**

**MEASURE  
PERFORMANCE**

**COMMUNICATE  
ISSUES**

**RECOGNIZE  
GOOD  
WORK**

**PERFORMANCE  
EVALUATIONS**

**GOAL: Task Delegation and  
Ensuring Employee Growth and  
Recognition**

**Policy Reference: Sections IV  
and V**



**TELEPHONE  
SERVICES**

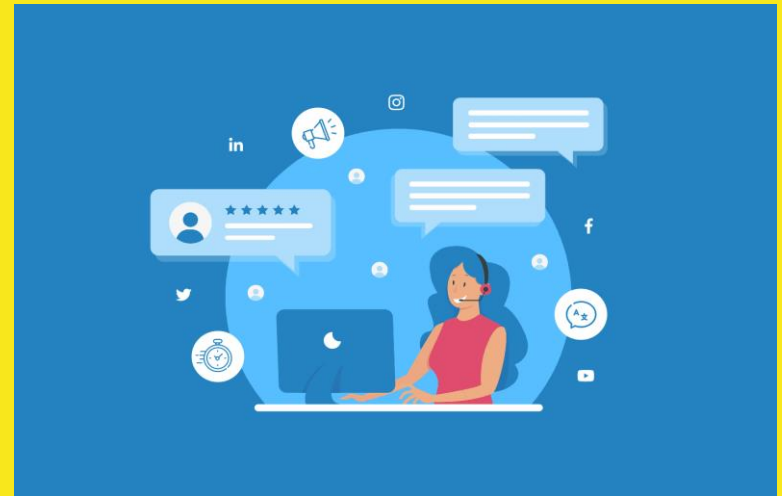
**ROTATING  
TELEWORK  
SCHEDULES**

**EXPANSION  
OF ONLINE  
SERVICES**

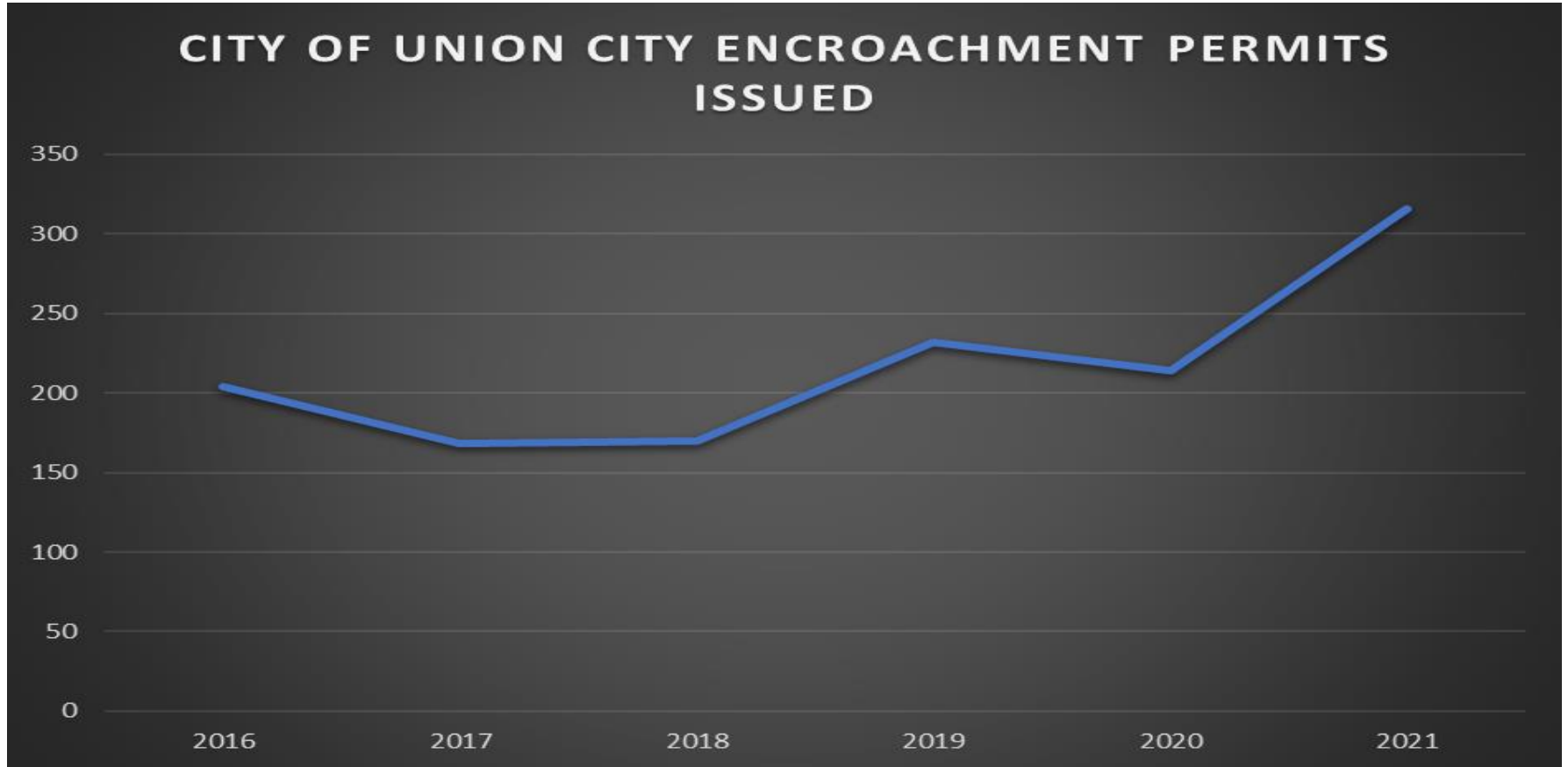
**MAINTAINING  
COMMUNITY  
SERVICES**

**GOAL: Ensuring efficient  
customer service to all**

**Policy Reference: Section IV**



# Telework Success Story



**OFFICE  
SPACE  
AND  
SUPPLIES**

**OFFICE  
CULTURE**

**TELEWORKER  
CHALLENGES**

**MORALE**

**DISTRACTIONS**

## **GOAL: Maintaining Office Culture**

### **Policy Reference: Section VI and VII**



**REQUIRED  
TRAININGS**

**NETWORK  
CAPACITY**

**TECHNICAL  
DIFFICULTIES**

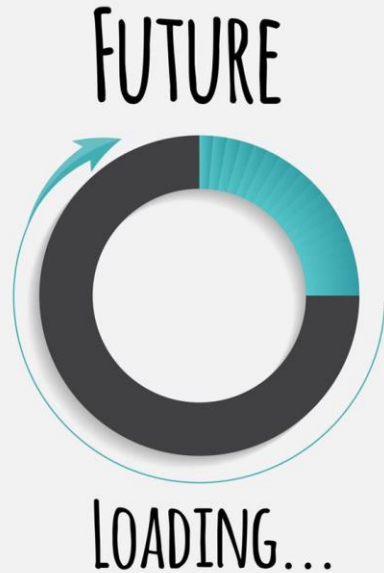
**CYBER  
SECURITY**

**KEEPING  
PERSONAL  
SEPARATE**

**GOAL: Ensuring no data breach and smooth running of all work related applications.**

**Policy Reference: Sections II, III, VI and VII**





Managing Teleworking staff requires managers to learn to manage differently.

1. Focus on the goals, not the activity
2. Stay on top of technology and infrastructure needs
3. Be Available
4. Engage
5. Trust

# THANK YOU

“This new era of teleworking will require much wider use of a new kind of management—one which is more trusting and more results-based—and also a new way of working—one which is more autonomous, more flexible, and better adapted to the individual circumstances and preferences of employees than before.”

International Labour organization Teleworking during the COVID-19 pandemic and beyond. A Practical Guide

SCAN ME

