

Management Committee

Meeting date: January 10, 2018

For the Metropolitan Council meeting of January 24, 2018

Subject: Telework Policy Update

District(s), Member(s): All

Policy/Legal Reference: 4-6-5 Telework Policy

Staff Prepared/Presented: Todd Rowley, Assistant Director of Human Resources, 651-602-1448

Division/Department: Human Resources

Proposed Action

That the Metropolitan Council approve changes to the Telework Policy.

Background

Policies must be presented to the Council for approval and adoption. The Metropolitan Council has a legal obligation to adopt a personnel code that governs appointment of council employees and the terms and conditions of employment. Telework is part of the Council's strategy to provide flexible work arrangements where practical for the worker and the type of work performed.

Rationale

This policy is the all-encompassing policy that governs all other Telework procedures. The policy has not been updated since its inception in 2000. Therefore, the policy has been rewritten to include:

- Policy statement encourages teleworking where it meets business needs
- Purpose indicates why teleworking is beneficial to the Council and employees
- Background has been updated to include Thrive language
- Accountability has been updated to include responsibility statements for supervisors and employees
- Formatting changes have been made to meet the current structure

Thrive Lens Analysis

This item supports stewardship and the efficient, effective use of public financial resources through the orderly administration of Council policies.

Funding

Not Applicable

Known Support / Opposition

The policy and associated procedural changes have been reviewed by Council stakeholders including the Office of General Counsel.

POLICY – Telework Policy

Section/Number: 4-6-5	Total Pages: 2
Dept. Responsible: Human Resources	Effective Date: 03/08/2000
Special Note: None	Last Revision Date: 01/10/2018
	Last Review Date: 01/10/2018
	Revision No. 1

I. Policy

The Council strives to provide a flexible work environment as part of its human capital strategy to attract, motivate, and retain a highly qualified and skilled workforce. Telework arrangements allow employees the flexibility to perform work from an alternative location while delivering quality services to the region. The Council encourages teleworking where it meets the business needs of the department.

II. Purpose of policy

The purpose of this policy is to provide a program that benefits both the Council and employees. The benefits of allowing an employee to work at a home office include but are not limited to the following:

- Promotes the Council’s ability to meet customer needs and business goals.
- Promotes and increases employee productivity and job satisfaction.
- Reduces negative effects on our environment (air pollution, fuel consumption, etc.)
- Reduces travel and parking expenses for the employee
- Reduces office and utility costs for the Council
- Provides flexibility for an employee returning to work from an illness or injury
- Improves the Council’s ability to recruit and retain employees in a competitive labor market
- Enhances business continuity in the event of a disaster or emergency plan

III. Background and reasons for policy

Teleworking supports the Council’s stewardship of public financial and regional natural resources. Teleworking is one of several tools to assist the Council in a competitive labor market.

IV. Implementation/Accountability

The use of teleworking is at the sole discretion of the Council. Not all work situations are appropriate for teleworking, nor is teleworking appropriate for all employees. A department that implements teleworking must ensure there is an appropriate work environment and clearly defined expectations.

The employee’s supervisor will review teleworking options to ensure both the position and the employee meet the requirements defined in the telework procedure. The supervisor will also review the employee’s teleworking activities to ensure compliance with Council policies, procedures, guidelines, and collective bargaining agreements.



The employee must follow privacy guidelines as outlined in the 4-6-3a Expectations of Privacy in the Workplace procedure while teleworking.

Human Resources will ensure consistent implementation of teleworking across the Council.

Related policies and procedures:

- Telework Procedure 4-6-5a
- Data Practices Procedure 4-1-1a
- IS Policy and Procedures 3-6
- Records Management Procedure 2-6a
- Use of Council Property Policy and Procedures 4-6-3
- Expectations of Privacy in the Workplace 4-6-3a

Revision/Review Tracking

Date	Revision No.	Review Only – No changes
01/10/2018	1	



POLICY - Telework Policy

Section/Number:	4-6-5	Total Pages:	1 <u>2</u>
Dept. Responsible:	Human Resources	Effective Date:	March 8, 2000 <u>November 29, 2017</u>
Special Note:	None	Revision No.	<u>1</u>

I. Policy:

~~It is the policy of the Metropolitan Council to provide tools for employees to meet customer and business needs. The Council's telework program is intended to allow flexibility for employees to meet those needs and provide an example of effective government services to assist the Council in meeting its goals and strategies.~~

The council strives to provide a flexible work environment as part of its human capital strategy to attract, motivate, and retain a highly qualified and skilled workforce. Telework arrangements allow employees the flexibility to perform work from an alternative location while delivering quality services to the region. The Council encourages teleworking where it meets the business needs of the department

II. Purpose of policy:

The purpose of this policy is to provide a program that benefits both the Council and employees. The benefits of allowing an employee to work at a home office include but are not limited to the following:

- ~~A. To help recruit and retain employees.~~
- ~~B. To increase productivity.~~
- ~~C. To provide flexibility for employees.~~
- ~~D. To provide a framework for consistent guidelines throughout the Council.~~
- ~~E. To be competitive in the labor market.~~
- ~~F. To provide a program that benefits customers (easy access and reduced cost).~~
- ~~G. To enhance the delivery of services in the region.~~
- ~~H. To reduce overhead costs for space.~~
- ~~I. To contribute to reduced traffic congestion, air pollution, and fuel consumption.~~
- ~~J. To contribute to reduced construction and maintenance of roadways.~~
- Promotes the Council's ability to meet customer needs and business goals.
- Promotes and increases employee productivity
- Reduces negative effects on our environment (air pollution, fuel consumption, etc.)
- Reduces office and utility costs for the Council
- Provides flexibility for an employee returning to work from an illness or injury
- Improves the Council's ability to recruit and retain employees in a competitive labor market
- Enhances business continuity in the event of a disaster or emergency plan
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III. Background and reasons for policy:

~~Telework supports Council goals in the areas of supporting smart growth, competitive business advantage, protecting the environment, and prioritizing regional investments. Telecommuting program data assessments have shown a positive, measurable and immediate effect on the environment, the community and the family. Telecommuting is one of several tools to assist the Council in a competitive labor market. Studies show telecommuting reduces traffic congestion, air pollution, fuel consumption, and use of other natural resources. Community leaders recognize that telecommuters who remain in their homes and communities during the workday have a positive impact on the community and the neighborhood. Most telecommuters report a greater quantity and quality of work done on telecommuting days.~~

Teleworking supports the Councils stewardship of public financial and regional natural resources. Teleworking is one of several tools to assist the Council in a competitive labor market

IV. Implementation/Accountability:

~~Human Resources is accountable for developing, administering and monitoring a telework program. Managers are responsible for implementation and making sure the policy and procedure are followed and reporting requirements are met. Employees are expected to follow guidelines outlined for the program.~~

~~Telework Program(4-6-5a) is the implementing procedure.~~

The use of teleworking is at the sole discretion of the Council. Not all work situations are appropriate for teleworking, nor is teleworking appropriate for all employees. A department that implements teleworking must ensure there is an appropriate work environment and clearly defined expectations.

The employee's supervisor will review teleworking options to ensure both the position and the employee meet the requirements defined in the telework procedure. The supervisor will also review the employee's teleworking activities to ensure compliance with Council policies, procedures, guidelines, and collective bargaining agreements.

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Human Resources will ensure consistent implementation of teleworking across the Council

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- Data Practices Procedure 4-1-1a
- IS Policy and Procedures 3-6
- Records and Management Procedure 2-6a
- Us of Council Property Policy and Procedures 4-6-3
- Expectations of Privacy in the Workplace 4-6-3a

Revision/Review Tracking

<u>Date</u>	<u>Revision No.</u>	<u>Review Only – No change</u>
<u>11/29/2017</u>	<u>1</u>	