

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Teleworking

**Policy  
Number**

C-26

**Page**

1 of 2

**Purpose**

To allow flexibility in employee work schedules and locations while reducing costs, maintaining or enhancing County service and productivity levels, and reducing the County's carbon footprint.

**Background**

Teleworking is defined as work arrangements in which an employee performs officially assigned duties at home or at other worksites while utilizing various forms of telecommunications technology for a significant portion of their work. This can include communication with managers, colleagues and the public.

**Policy**

It is the policy of the Board of Supervisors that:

Teleworking programs may be implemented in County departments, where appropriate, as defined by the criteria established by the Department of Human Resources. County employees shall participate in the teleworking programs on a voluntary basis and shall comply with all County and Department policies, ordinances, practices, and instructions.

The Board of Supervisors delegates authority to the CAO for the implementation and execution of this policy. The CAO shall promulgate the necessary administrative procedures to implement, execute, and evaluate the provisions of the teleworking policy.

With the approval of the CAO, an appointing authority may implement a teleworking program following criteria established by the Department of Human Resources in applicable administrative procedures.

Productivity must be maintained by the teleworker. Evaluation shall be conducted using methods of productivity measurements as delineated in the administrative procedures.

Selection for participation in this program shall not present an employee an advantage or disadvantage when measuring performance. Sunset Date

This policy will be reviewed for continuance by 12-31-24.

**Board Action**

01-30-90 (91)

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Teleworking

**Policy  
Number**

**Page**

C-26

2 of 2

09-18-90 (36)

04-04-95 (28)

03-14-06 (11)

12-09-08 (33)

12-07-10 (27)

11-14-17 (27)

CAO Reference

1. Department of Human Resources