



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/21/2020

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending Napa County Personnel Policy Manual, Part I: Section 37W

RECOMMENDATION

Director of Human Resources requests adoption of a resolution amending Napa County Policy Manual, Part I: Section 37W, Telework Policy, effective July 21, 2020 to add language and provide direction in a variety of teleworking situations including during an emergency incident.

EXECUTIVE SUMMARY

Napa County Policy Manual, Part I: Section 37W, Telework Policy outlines the official guidelines for employees working from a telework location during part or all of their scheduled hours. If approved, this action amends the policy to include updating the title of the policy from Telecommuting Policy to Telework Policy, as well as adding new guidelines and principles for teleworking during emergent situations such as a pandemic and other natural disasters.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

County Strategic Plan pillar addressed: Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In 1997, the Board of Supervisors approved Napa County Policy Manual, Part I: Section 37W, Telecommuting Policy. This policy outlines the official guidelines and principles for telecommuting, by allowing some employees to work at a telework location during all or part of their scheduled hours. The County considers teleworking to be a viable work option that when appropriately applied, benefits both the organization and the individual employee.

The proposed action broadens the guidelines of the program to include additional guidelines and principles for teleworking during declared emergency situations the County may face. This includes a pandemic and other natural disasters. This action also makes non-substantive administrative edits to the policy. The proposed changes to the policy were reviewed and approved through the meet and confer process with SEIU representatives.

Therefore, the Director of Human Resources requests adoption of a resolution amending Napa County Policy Manual, Part I: Section 37W, Telework Policy, effective July 21, 2020.

SUPPORTING DOCUMENTS

- A . Resolution
- B . Exhibit "A"
- C . Exhibit "B"

CEO Recommendation: Approve

Reviewed By: Helene Franchi