



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Telecommuting

(Adopted: July 8, 1997; Last Amended: November 18, 2019)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization (CKH) Act of 2000 is the enabling legislation for LAFCO. The Act includes the legislative intent, powers and composition of the Commission. LAFCO is established as an independent agency although the Commission is comprised of local government representatives. Each LAFCO has the authority to establish standards and policies to reflect local conditions. In order to carry out its legislative mandate, the Commission has the authority to appoint and assign staff personnel and to employ or contract for professional or consulting services to carry out and effect the functions of the commission ([Government Code \(G.C.\) §56375\(k\)](#)).

II. Purpose

LAFCO considers telecommuting to be a viable work option that, when appropriately applied, benefits both the organization and the individual employee. Various studies confirm that telecommuting is cost effective and has a positive environmental impact ([Forbes, July 20, 2017](#)). It is the intent of the Commission to adopt a policy which allows staff to telecommute at the discretion of the Executive Officer.

Telecommuting is defined as allowing designated employees, on a periodic basis and during their scheduled work hours, to fulfill their job responsibilities at a site other than their primary work location. Telecommuting can both accommodate the needs of employees and benefit the community by reducing distractions, interruptions, stress, traffic, greenhouse gas emissions, and parking impacts.

III. Guidelines and Principles

Telecommuting is a cooperative arrangement between the supervisor and employee, not an entitlement, and is based upon the needs of the job as well as the employee's past and present levels of performance. Jobs suitable for telecommuting are characterized by clearly defined tasks and work products. Telecommuting is a tool allowing for flexibility in work options. Telecommuting does not change the basic terms and conditions of employment with LAFCO. Each telecommuting arrangement is jointly agreed between the employee and Executive Officer. Telecommuting is voluntary and may be terminated, at will, at any time either by the Executive Officer or the employee.

IV. Ground Rules

Telecommuting occurs on a part-time basis. Salary, job responsibilities, and benefits do not change as a result of telecommuting. Telecommuters shall have regularly scheduled work hours agreed upon with the Executive Officer. Telecommuters will be as accessible as their on-site counterparts during their agreed upon regular business hours, regardless of work location. Telecommuters will exercise caution to ensure they have a safe work area. Telecommuters working at home will take all precautions necessary to secure privileged information in the home and prevent unauthorized access to the LAFCO shared drive from the home. Telecommuting expenses related to equipment will be dealt with on a case-by-case basis between the employee and the Executive Officer. Telecommuters shall comply with all established employment rules and regulations as set forth by the [County of Napa](#).