



CITY OF MENIFEE

SUBJECT: Employee Teleworking Program Policy

MEETING DATE: November 15, 2023

TO: Mayor and City Council

PREPARED BY: Bryan Melton, Human Resource Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Rebekah Kramer, Acting City Manager

RECOMMENDED ACTION

1. Receive and review the Administrative Policy for the City's Teleworking Program.

DISCUSSION

In August 2022, the City Council approved Memorandums of Understandings (MOUs) with the Menifee City Employees' Association (MCEA) including the General, Professional, and Mid-Management Units. Article 1, Section 4 of each MOU establishes a Labor Committee Review to further negotiate three items: a 4/10 work schedule option, a Telework Policy, and an employee rewards program. Beginning in January 2023, the City and MCEA began developing and negotiating a formal administrative policy for the City's Telework Program (Program). The purpose of this Program is to establish eligibility requirements, expectations, rules, and parameters for employees to participate in telework.

Teleworking allows employees to work from an alternative worksite for a portion of their regularly scheduled work hours. The Program would ensure that, while teleworking, employees perform their job duties and, in doing so, provide quality and beneficial work in a timely manner. The City considers teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Teleworking may be appropriate for some employees and jobs, but not for all.

The Teleworking Policy drafted in collaboration between the MCEA and the City's executive staff, includes the following parameters:

- Teleworking is not an entitlement, nor is it an employee benefit, and it in no way changes an employee's salary, compensation, benefits, or the employee-employer relationship or terms and conditions of employment with the City.

- Management possesses the discretionary authority to determine the job classifications, positions, and employees who are eligible to Telework under this Policy.
- It may not be feasible for all eligible staff to telework a minimum percentage of their work schedule based on work responsibilities.
- Departments shall make every effort to allow their eligible staff to Telework a minimum of twenty-five percent (25%) of their regular work schedule, but will evaluate several factors including:
 - Employee's overall performance rating cannot be "needs improvement" in their most recent performance evaluation.
 - Should a performance issue develop at any time during a telework agreement the department Director may revoke authorization to telework.
 - Identifying regular work assignments that are suitable for Telework and the appropriate length of the telecommuting assignment including its operational feasibility for the department.
 - Attendance at on-site meetings, work-related events, in-person training and other activities which demand their physical presence as may be required by management with reasonable notice.
 - Level of interaction with key stakeholders, co-workers, and the public needed to properly perform core functions.

The Program is intended to attract, recruit, and retain a diverse and competent workforce to provide a high level of service to the Menifee community while offering an opportunity for work/life balance for employees. To address recruitment and retention issues, the Human Resources Department interviews all employees who separate from City employment (i.e. resignations and retirements). From the interviews conducted over the previous 12 months, 40% of respondents indicated that an alternative work schedule was a contributing factor to seek employment elsewhere.

Additionally, on October 4, 2023, the City Council established a list of 12 comparator agencies for the Citywide Classification and Compensation Study. Following a thorough analysis, these agencies were identified as being most logically aligned with the City, as well as being in direct competition for the same workforce. Of the 12 agencies, 8 of them confirmed having either a teleworking program or other form of alternative work schedule. Establishment of a Telework program is aimed at addressing challenges regarding employee retention and to increase employee satisfaction while maintaining competitiveness within the market.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

There is no immediate fiscal impact associated with the recommended action. Teleworking could potentially allow for future space savings within the office buildings with the possibility of shared workstations.

ATTACHMENTS

1. Teleworking Program