



County of Santa Clara

Policy Name: Alternative Work Schedules and Telework

Page 1 of 4

Policy Type: Administrative

Category: Personnel

Policy Name: Alternative Work Schedules and Telework

Policy Owner: Employee Services Agency

Policy Purpose

The purpose of this policy is to provide County employees with information regarding the Alternative Work Schedule and Telework Programs and forms related to these programs.

Policy Summary

The Employee Services Agency has information concerning the **Alternative Work Schedule Program** available on the County website, and Learning and Employee Development has resources related to the **Telework Program** available on Connect.

Alternative Work Schedule Program

The availability of alternate or flexible work schedules is designed to meet the operating and customer service needs of each department and enhance the work/life balance of CEMA represented classifications. The availability of such schedules is not intended to change a department's regular hours of operation, nor does it alter the responsibility or diminish the authority of the County to establish and adjust work schedules. Information concerning the **Alternative Work Schedule Program** is found online at <https://www.sccgov.org/sites/esa/labor/Pages/aws.aspx>.



Telework Program

The County recognizes that flexible work arrangements and reduced commutes can benefit the employee, the department, and customers by making more efficient use of staff time. Additionally, appropriate use of teleworking supports state legislation CA State Assembly Bill AB32 that encourages state and local governments to reduce greenhouse gas emissions, thereby benefiting the community at large. Information concerning the **Telework Program** is found online at <https://sccconnect.sharepoint.com/sites/esa/SitePages/Telework-Information.aspx>.

Procedures

See the Employee Services Agency's websites regarding the **Alternative Work Schedule Program**, available at <https://www.sccgov.org/sites/esa/labor/Pages/aws.aspx>, or Learning and Employee Development's site for information about the **Telework Program**, available at <https://sccconnect.sharepoint.com/sites/esa/SitePages/Telework-Information.aspx>.

Definitions

None.

Frequently Asked Questions

None.

Related Policies



- IT User Responsibility Statement - <https://iservices.sccgov.org/sccurds>

Related Forms and Information

Alternative Work Schedule Program

- Alternative Work Schedule Program Policy - <https://www.sccgov.org/sites/esa/labor/Documents/CEMA/AWS-T-A-091312-trip-log-revision.docx>
- CEMA Alternative Work Schedule Request/Decision Form - <https://www.sccgov.org/sites/esa/labor/Documents/CEMA/AWS-schedule-participation-form.pdf>

Telework Program

- Countywide Telework Policy - <https://sccconnect.sharepoint.com/:b:/r/sites/esa/Documents/Telework-Policy-7-20-2021.pdf?csf=1&web=1&e=ajDgSY>
- Telework Request and Decision Form - [\[url\]/sites/forms/CountywideForms/Telework-Decision-and-Assignment-Form.pdf](#)
- Equipment Sign-Out Sheet - [\[url\]/sites/forms/CountywideForms/Equipment-Sign-Out-Form.pdf](#)
- SCC Information Technology User Responsibility Form - <https://iservices.sccgov.org/sccurds>



County of Santa Clara

Policy Name: Alternative Work Schedules and Telework

Page 4 of 4

- Mobile Device Wireless Request -
[url]/sites/forms/it/ITCountywideForms/Mobile-Device-Activation.pdf
- Checklist: Self-Assessment by Teleworker for Designated Workspace -
[url]/sites/forms/CountywideForms/Telework-Checklist-Self-Assessment-by-Teleworker-for-Designated-Work-Space.pdf
- County Approved Commute Log for Teleworkers -
[url]/sites/forms/CountywideForms/Telework-Commute-Log.xls
- Assessment Tool for Teleworking -
[url]/sites/forms/CountywideForms/Assessment-Tool-For-Teleworking.pdf

History

Date	Changes Made
7/15/2021	Link Added to Countywide Telework Policy . (Kyle Larson)
3/18/2020	Links updated. (Kyle Larson)
10/5/2017	Links updated. (David Bruno)
6/22/2017	Reference Policy Uploaded. (Kyle Larson)
10/21/2014	Policy Uploaded. (Kyle Larson)