




Hybrid Telework Procedure

Effective Date	11/30/2022	 Georgina Yoshioka, DSW, MBA, LCSW, Interim Director
Approval Date	11/30/2022	

Purpose The purpose of this procedure is to provide guidance on the approval process for the Department of Behavioral Health (DBH) Hybrid Telework program for qualifying employees.

Hybrid Telework, Approval and Monitoring Procedure

The following table outlines the steps necessary for the evaluation, approval and monitoring of Hybrid Telework agreements, when DBH determines appropriate (see reference section for associated documents and forms):

Step	Role	Action
1	Employee	Request a hybrid telework schedule by sending an e-mail request to the direct supervisor.
2	Supervisor	<ul style="list-style-type: none"> • Evaluate appropriateness of telework as an option in accordance with Hybrid Telework Policy (i.e., job classification, work performance, client and program needs, etc.) • Complete the '<i>Department Telework Justification Form</i>'. <ul style="list-style-type: none"> ○ This form is used to determine if and/or to what extent an employee can participate in the DBH Hybrid Telework Program. The Telework Considerations section of this form must be complete and accurate.
3	Employee	<ul style="list-style-type: none"> • If requested by a supervisor, complete an Employee Telework Agreement, and associated subsections: <ul style="list-style-type: none"> ○ Telework Authorization form, ○ Telework Self-Certification Checklist, and ○ Telework Equipment Loan form, if applicable. • Complete required online training courses through the Performance, Education & Resource Center's (PERC), • Review Employee Ergonomic Guide, and • Submit Employee Telework Agreement to supervisor. <p>Note: See PERC access instructions, if necessary.</p>

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Hybrid Telework Procedure, Continued

Hybrid Telework, Approval and Monitoring Procedure, continued

Step	Role	Action
4	Supervisor	<ul style="list-style-type: none"> • Receive, review and approve/deny Employee Telework Agreement; • If approved, request applicable office support submit the documents through DocuSign to all necessary approvers, including the appointing authority designee, Assistant DBH Director and Human Resources; <p>Important Note:</p> <ul style="list-style-type: none"> ○ Submission packet shall be titled as follows: Hybrid Telework Agreement (Initial of First Name with Full last Name of applicable staff); ○ Example: “Hybrid Telework Agreement JSmith”
5	Necessary Approvers (see step 4)	<ul style="list-style-type: none"> • Review and approve or deny the Employee Hybrid Telework Agreement, and • If denied, provided a thorough explanation within DocuSign.
6	Supervisor	<ul style="list-style-type: none"> • Notify employee: <ul style="list-style-type: none"> ○ The Hybrid Telework documentation has been approved; or ○ The employee is denied a hybrid telework schedule. <p>Note: Steps 7-10 are not required if telework request is denied.</p>
7	Supervisor	<ul style="list-style-type: none"> • Provide employee with productivity documentation requirements for position, and • Provide instructions and explain expectation of submission frequency.
8	Employee	<ul style="list-style-type: none"> • Report telework productivity to direct supervisor in the manner and frequency directed.
9	Supervisor	<ul style="list-style-type: none"> • Monitor the telework productivity of each teleworking employee, and ensure appropriate EMACS Telework coding; and • Provide productivity measures to Managers and Executive leadership, as requested.
10	Manager	<ul style="list-style-type: none"> • Monitor reported telework productivity periodically with direct Supervisors to ensure ongoing adherence to the DBH Hybrid Telework Policy.

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Hybrid Telework Procedure, Continued

Disclaimer The DBH Hybrid Telework Policy and subsequent telework procedure(s) shall be governed by and be subject to, San Bernardino County Telework Program Guidelines, County Human Resources policies, procedures, rules and regulations applicable to Telework practices. County policy shall supersede any DBH policy or procedure on this subject matter.

Related Policy or Procedure [DBH Standard Practice Manual and Departmental Forms:](#)

- Hybrid Telework Procedure (HR4032-1)

[DBH Intranet Form:](#)

- Telework Tracking Log (HR021) (Requires supervision access permissions)

Reference(s) [Human Resources Commuter Services Telework webpage](#)

- Employee Ergonomic Guide
- Employee Telework Agreement
- Department Telework Program Guidance
- Department Telework Justification form
- PERC access instructions
- New Telework Users Training
- San Bernardino County Telework Program Guidelines
