

FAQs for County Employees

What is telework?

Telework is a powerful management option that is being extended by the Riverside County Board of Supervisors to all departments. Telework can take many forms but mostly allows selected employees to work from home, or a location closer to home, one or more days a week. Telework offers a more productive working environment with fewer distractions which results in better job performance, improved employee morale and job satisfaction, reduced absenteeism and sick leave usage. Telework can also help retain valued employees and recruit top quality new people while improving the quality of life in our communities.

Is telework an employee benefit?

Offering the opportunity to work at home is a management option; telework is not a universal employee benefit. Supervisors may select employees who have the abilities and circumstances at home necessary to telework. But an employee's participation in the County's telework program is entirely voluntary.

Who may be selected to telework?

County managers and supervisors may use a self assessment survey to help them evaluate which employees would likely be successful teleworkers. County employees with information handling tasks, at least part of the time, may be a candidate for telework. Successful teleworkers are self-motivated and results-oriented employees who work well independently. They need minimal supervision, are currently successful in setting priorities, meet deadlines and take the initiative to communicate with team members.

What if telework doesn't work out?

Both the teleworker and the supervisor should understand that if telework does not work out for an individual, it does not in any way reflect on that individual's ability to perform his or her job. The employee, supervisor or manager may terminate telework without cause.

What kinds of jobs are teleworkable?

Jobs are really just a collection of tasks. Some tasks must be done at the office. Tasks which may be done away from the office are called teleworkable tasks. The amount of telework an employee may do, depends on how many teleworkable tasks they have each week and whether the equipment required to accomplish those tasks is available. Keep in mind, it is not necessary to have a computer to telework. Many tasks, such as reading, thinking, planning or making phone calls, do not require computers and may be saved for a telework day.

What about the County's liabilities for injuries at home?

Since the employee's home work area is an extension of the agency's workspace, the County's liability for job-related accidents will continue to exist during the understood and approved work schedule. A designated workspace should be maintained by the teleworker in a clean, professional, and safe condition at the remote work location. As liability will extend to the alternate work location, the County retains the right to make on-site inspections of the work area, at a mutually agreeable time, to ensure that safe conditions exist.

Do all teleworkers need computers?

No, many employees have information handling tasks which do not require computers. These tasks may be collected for the telework day.

Can I use my own computer?

Many employees find the opportunity to telework is so worthwhile they choose to use their personal equipment when equipment is not available from their offices. Whether or not you use your personal equipment is your own choice! Many agencies have computers that people can take home. Again, we are not saying a computer is required to telework. You may only require a telephone.

Can I have my children at home on telework days?

Telework is not a substitute for child care. Teleworkers with small children must make arrangements for child care during the agreed-upon work hours. This doesn't mean that you have to hire a baby sitter to care for them. What it does mean is that if you have small children in your home, you cannot supervise them when you are on your agreed-upon work schedule and you must have child care or someone else at home for them.