

Telework Advisory Group (TAG) Meeting: Notes



DATE/TIME Thursday, April 17, 2014, 10:00 – 11:55 AM.

LOCATION DGS Ziggurat Building, 707 Third Street, West Sacramento, Executive Boardroom, 8th Floor.

TAG COORDINATOR Department of General Services: Jason Tyburczy

- TOPIC ITEMS**
1. Seven (7) attending agencies: DWR, DCA, DMV, DOR, OES, FTB, and DGS.
 2. TAG Coordinator provided an update on efforts to document statewide telework. For the 56 agencies reporting, there is an average 4 percent employee telework rate (see attached).
 3. TAG Coordinator reported on DGS changes to website designed to provide more guidance in developing programs and the links to Caltran's Fix 50 information.
 4. TAG Coordinator introduced discussion on W-X Freeway Surface Replacement - telework may be "an answer looking for the problem."
 - a. Provided: UC Davis 2009 I-5 "Boat" Section Replacement Alternative Transportation Data (includes telework option).
 5. Speaker: Amy Hinchee, DGS Labor Relations Manager
 - a. Ms. Hinchee discussed the purpose and use of the State Model Telework Policy and telework as an "alternative commute option" during the Fix 50 period.
 - b. She discussed how both temporary telework and alternative commute arrangements are best managed through clarity and understanding which is facilitated by formalized agreements that specify work outcomes, start and end times, duration of the arrangements, etc.
 6. Round-table discussion included:
 - a. Temporary telework and security: information security remains a concern and should always be addressed.
 - b. Tracking employee output: teleworkers treated the same as with non-teleworking staff.
 - c. State Model Telework Policy: best method of introducing a program. Also valuable for agencies with older telework policies that want to 'refresh' them.
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- ACTION ITEMS**
1. Continue to add to the knowledge-base/status of statewide telework. DGS will consider re-releasing the 2012 Telework Survey in 2014, to collect department data for all state agencies. Who: DGS - Completed by TBD.
 2. Provide telework "expert" assistance to requesting agencies in dealing with the Fix 50 traffic delays. Who: TAG members; continuing.
 3. Continue availability as "Telework Consultants"- Experts to assist agencies interested in developing or improving telework policies or programs. Who: TAG Members; continuing.
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STATEWIDE TELEWORK INFORMATION

This information is from the Telework Advisory Group (TAG) survey of approximately 100 state agencies in 2012, and additional phone follow-up in 2013-14:

- State Employee Population: Approximately 224,000 employees (excluding UC and CSU: neither contacted)
- Surveyed: 100 state agency HR administrators, Telework Coordinators, or staff, representing 167,000 state employees: (The surveyed agencies represent 75% of the state employee population, and included 31 of the 35 state agencies with over 1,000 employees)
- Responding: 56 agencies, representing approx. 100,600 employees (45% of state employee population);
- For those responding 56 agencies:
 - 45 agencies report allowing telework. Reported number of teleworkers: 3,934.
 - Total reported telework rate across all 56 responding agencies: 4%.
 - Rate of teleworkers at agencies varies widely:
 - Range: High - 32% Average: 9% for agencies with telework programs
 - Low – 0 (none)
 - Types of Telework included: Both Formal (set hours/days) and Casual Telework.