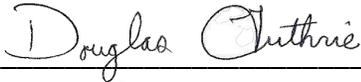


Report of the President &amp; CEO

June 23, 2022

**RESOLUTION APPROVING AN AMENDMENT TO THE HOUSING AUTHORITY'S POLICY  
ON TELEWORK AND AUTHORIZING THE DEVELOPMENT AND IMPLEMENTATION OF  
PROCEDURES IN FURTHERANCE OF POLICY**




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Douglas Guthrie  
President & Chief Executive Officer




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Annie Markarian  
Director, Labor & Employee Relations

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**Purpose:** The purpose of this item is to approve an amendment to the Housing Authority of the City of Los Angeles' ("HACLA") Policy on Telework ("Policy"). The Policy applies to employees whose essential work responsibilities and duties are conducive to being performed remotely.

**Regarding:** In April 2022, this Board of Commissioners approved HACLA's Voluntary Telework Policy pursuant to Resolution number 9826. At that time, HACLA had concluded the meet and confer process regarding the Policy with AFSCME, CHP-M, SEIU and LACB&T. We represented to the Board that we would continue the meet and confer process with CHP-A after approval, and that their membership would be able participate in this voluntary program upon reaching an agreement. We have now concluded the meet and confer process with the CHP-A bargaining unit, which has resulted in a nominal edit to the wording of the policy.

**Issues:** The ability to contribute to the work-life balance is the future in the workplace and a key benefit in attracting and retaining talent. The Policy – which has been previously approved by this Board - and corresponding voluntary telework program (which includes hybrid time, a combination of telework and onsite work) offers the ability to telework based upon job duties, employee eligibility, and a safe alternate work location, while supporting HACLA's need for business continuity. HACLA's telework program is being rolled out in conjunction with a revised and updated employee evaluation process, to ensure continued productivity and programmatic success.

The telework program is designed to support a strategy that maximizes productivity and performance, regardless of the work location, when allowed by the duties of the position. HACLA has developed a Telework Guidebook which outlines the key procedures for the telework program and requires each department to develop unit plans and standards.

The proposed amendment to the Policy includes the addition of a single word to Section V.C., titled “Guidelines for Eligibility to Telework.” Specifically, the section is being amended to read as follows:

C. Employees must have a safe alternate work location where the work can be effectively performed. This space should have reasonable control over noise, interruptions, and work equipment, provide the means for confidential conversations, and have the privacy for confidential data that may be on employee’s technology equipment during their workday.

The amendment is intended to apply fair, equitable and reasonable standards and expectations on employees as they telework.

**Vision Plan:** The Policy on Telework, as amended, supports the core values of HACLA’s vision plan – people, places and pathways - by retaining and attracting top talent, forging a path to resume full in-person operations, and maintaining health and safety for employees, clients and visitors.

**Funding:** Current staff whose work responsibilities are conducive to telework have received appropriate telework equipment utilizing CARES Act funds. For new and future expenses, the Chief Administrative Officer confirms the necessary funds are available and included in HACLA’s budget and will be included in the operating budgets for subsequent years. The source of funds is dependent on position and department assignment.

**Section 3:** Not Applicable

**Attachments:**

1. **Proposed Amended Policy on Telework**
2. **Resolution**

## Housing Authority of the City of Los Angeles Policy on Telework

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The Housing Authority of the City of Los Angeles (“HACLA”) provides employees, whose essential work responsibilities and duties are conducive to being performed remotely, the opportunity to participate in a voluntary telework program.

### I. PURPOSE & APPLICABILITY

- A. The Telework Policy (“Policy”) is established to provide telework arrangements for employees when it is mutually beneficial to both HACLA and the employee. This Policy defines telework, provides the general provisions of the telework program, and indicates the guidelines for eligibility.
- B. This Policy applies to all employees.

### II. DEFINITIONS

Definitions used in this policy include, but are not limited to, the following expressed examples:

- A. **Good Standing:** An employee who is fulfilling their department’s expectations and obligations, has an overall satisfactory or above rating on their most recent performance evaluation, and is not subject to any form of disciplinary action during a rolling 12-month period.
- B. **Alternate Worksite:** A work location not owned or managed by HACLA.
- C. **Telework:** Telework is a work arrangement that allows an employee to perform their duties and responsibilities outside of their primary HACLA worksite at an approved alternate location.
- D. **Telework Agreement:** A formal written agreement between a supervisor and an employee to permit the employee to work at an alternative worksite instead of the location of the employee's assigned organization, ensuring the supervisor and the employee understands one another’s expectations associated with teleworking.

### III. POLICY

HACLA is committed to achieving greater flexibility in managing its workforce through the use of telework. Eligible employees will only be permitted to participate in the telework program with their management’s approval based on operational needs and the employee’s ability to perform their essential functions at an approved alternate location.

### IV. GENERAL PROVISIONS

- A. Participation in the telework program is on a voluntary basis, based on operational needs, and must be approved by the employee’s Department Director.

## Housing Authority of the City of Los Angeles Policy on Telework

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- B. Approval to telework will be made on a case-by-case basis. The nature of the work performed, the employee's past work performance, as well as the telework location shall be taken into consideration by the supervisor and Department Director to determine telework feasibility before entering into a Telework Agreement. Telework is not an entitlement nor is it a HACLA-wide benefit.
- C. Employees who telework must comply with all HACLA rules, policies, and procedures. There are no distinctions in rates of pay and benefits between employees who telework and those who work on-site in HACLA offices. Telework does not change the duties, obligations, responsibilities, or terms and conditions of employment with HACLA.
- D. Department heads, in collaboration with executive team, will determine department-wide telework scope.
- E. Individual telework schedules shall be determined and approved by the employee's supervisor. The department shall conduct periodic reviews of their telework program. Schedules may be amended as needed in accordance with the telework procedures at the discretion of the Department Head.
- F. Telework is not a substitute for child or other dependent care. Those who telework shall make or maintain childcare, adult care, or similar personal arrangements to permit concentration on work assignments during agreed upon work hours.
- G. Employees who telework must notify their supervisor of any disruptions at the alternative work location that affects their ability to perform job duties, such as remote connection failure, equipment failure, or power outages. In these situations, employees will work with their supervisor to determine if alternative telework is available. If none is available, the employee may be required to either report to their HACLA work site or request leave. Employees who have begun their workday and are required to return to their HACLA work site are entitled to mileage reimbursement pursuant to applicable laws, including but not limited to the FLSA. In addition to mileage, non-exempt shall be entitled to paid travel time; such travel time at their regular base rates of pay.
- H. Employees may be required to attend onsite meetings and trainings on a scheduled telework day.
- I. HACLA shall provide employees with the necessary technology equipment and software to perform their duties.
- J. An employee or their supervisor may terminate participation in the telework program at any time in accordance to the established procedures.
- K. If a telework application is denied, the employee may ask for reconsideration in writing from the responsible Department Head (with a copy to Human Resources) to ensure equitable practices.

## Housing Authority of the City of Los Angeles Policy on Telework

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### V. GUIDELINES FOR ELIGIBILITY TO TELEWORK

- A. Employee shall work with their supervisor to determine if telework would be beneficial to the department and the employee through a readiness assessment.
- B. Employee shall be in good standing.
- C. Employees must have a safe alternate work location where the work can be effectively performed. This space should have reasonable control over noise, interruptions, and work equipment, provide the means for confidential conversations, and have the privacy for confidential data that may be on employee's technology equipment during their workday.
- D. Employee must acknowledge and agree to follow the established telework guidelines and procedures in accordance to the Telework Guidebook.
- E. Probationary employees may be required by the department to work onsite for all or part of their probationary period.

### VI. VIOLATION OF THE POLICY

Violation of this Policy by an employee may result in loss of eligibility to telework, and/or disciplinary action in accordance with the Personnel Rules and any applicable Memorandum of Understanding.

### VII. PROCEDURES

The President and CEO or designee shall provide for the development, administration and implementation of the procedures to be adopted in furtherance of this Policy, subject to and in compliance with applicable federal, state and local laws.

### VIII. LEGAL COMPLIANCE

The Housing Authority will administer the Telework Program in accordance with applicable Fair Labor Standards Act (FLSA) provisions, and in compliance with other applicable federal, state and local laws.

### IX. AMENDMENT TO THE POLICY

This Policy may only be amended by the Board of Commissioners, subject to meet and confer requirements pursuant to the Meyers-Milias-Brown Act (MMBA) and in compliance with applicable federal, state and local laws. The Procedures adopted to implement this Policy may be amended at any time at the discretion of the President and CEO, or designee without the approval of the Board of Commissioners, subject to and in compliance with applicable federal, state, and local laws and subject to meet and confer requirements under the MMBA.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING AN AMENDMENT TO THE HOUSING AUTHORITY'S  
POLICY ON TELEWORK AND AUTHORIZING THE DEVELOPMENT AND  
IMPLEMENTATION OF PROCEDURES IN FURTHERANCE OF POLICY**

**WHEREAS**, for the reasons set forth in the Board Report presented to the Board of Commissioners at its meeting held this date and on April 28, 2022, it is in the best interest of the Housing Authority of the City of Los Angeles ("HACLA") to adopt the proposed "Policy on Telework," as amended, which offers the ability to telework (including hybrid time, a combination of telework and onsite work) that is based upon job duties, employee eligibility and desire, and a safe alternate work location, while supporting HACLA's need for business continuity.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners approve the attached "Policy on Telework," as amended, and authorizes the development and implementation of procedures to be approved by the President and CEO in furtherance of said Policy, as needed.

**BE IT FURTHER RESOLVED** that the President and CEO is authorized to amend this Policy, as approved by Legal Counsel, in order to comply with best practices and legal requirements, provided the changes do not materially alter the Policy.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

APPROVED AS TO FORM

HOUSING AUTHORITY OF THE  
CITY OF LOS ANGELES

By: \_\_\_\_\_  
James Johnson, General Counsel

By: \_\_\_\_\_  
Cielo Castro, Chairperson

DATE ADOPTED: \_\_\_\_\_