



## TELEWORK POLICY

---

### **I. PURPOSE AND BACKGROUND**

Telework means working away from the main office, either at home or at an alternative worksite. Appropriately planned and managed, teleworking is a work option that can benefit the organization, managers, employees, and Association members.

MCERA encourages the use of telework as a viable, voluntary option for employees. Telework has shown to be a valuable resource for the continuity of services and operations in the event of an emergency.

Teleworking is also an important means to help reduce air pollution, traffic and parking congestion, and demand for office space. A telework program facilitates temporary limited duty, increases the ability to respond to emergencies, amplifies effective use of new technologies, and improves employee morale resulting in improved performance.

The telework schedule allows employees and supervisors to mutually agree upon a varied distribution of their normal work hours. It does not change the number of hours worked, but simply allows flexibility to arrange the work schedule to continue meeting the organizational needs while also considering the personal needs of employees.

### **II. POLICY OBJECTIVES**

The Board of Retirement expects the following benefits from the use of telework:

- A. Improve program effectiveness and employee productivity and morale;
- B. Facilitate optimum utilization of office and parking facilities;
- C. Reduce absenteeism;
- D. Promote employee health and wellness;
- E. Improve employee recruitment and retention;
- F. Enhance the working life and opportunities of persons with disabilities;
- G. Effectively continue business as a part of a disaster recovery or emergency plan.

### **III. POLICY GUIDELINES**

The Board of Retirement supports the use of telework as a work option when achieved through a bilateral voluntary arrangement between MCERA management and an employee. The telework arrangement may be terminated by either or both parties when no longer mutually beneficial.

MCERA Management will develop and maintain a document that details the specifics of the telework program in accordance with this policy and report on the impact and effectiveness of telework to the Board of Retirement at least annually.

### **IV. POLICY REVIEW**

This Policy is subject to change in the exercise of the Board's judgment. The Board shall review this policy at least every three years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.

### **V. POLICY HISTORY**

This policy was adopted by the Board of Retirement on July 19, 2017.  
The Board reviewed this policy on June 17, 2020.