

Who is Eligible?

Who is eligible? County employees are eligible to apply to become teleworkers if they meet the **Board of Supervisors Policy K-3** criteria:

- Employed with the county at least one year and/or past a probationary period.
- Work assignments or job duties that allow the employee to be away from the office.
- Has department approval to take part in the program.

If the employee and his/her position qualify for Teleworking, he/she may be considered for Teleworking and are subject to the same rules and procedures as other employees. Teleworking will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.

Participation in the program is solely a management prerogative, not an employee right. Participation in the Teleworking program is voluntary. Criteria for participation include the adaptability of the job for Teleworking, aptitude of the employee for Teleworking and approval by the supervisor/department head. Riverside County shall determine who is most qualified for Teleworking. This determination will focus on performance characteristics and job characteristics.

Candidates best suited for Telework

The following performance characteristics are usually associated with successful teleworkers; and should be considered before entering into a Teleworking agreement.

1. Self-motivated.
2. Demonstrated conscientiousness about work time and productivity evidenced by satisfactory or better performance reviews.
3. Ability to work alone effectively, for extended periods.
4. Completes assignments independently and on time, meeting standards for quality.
5. Asks for assistance when needed.
6. Limited need for feedback but able to ask for it if necessary.
7. Communicates information fully and timely with leadership, coworkers, support staff, and customers.

8. Sets appropriate priorities, changes priorities as needed, and maintains a suitable work pace.
9. Demonstrates dependability and responsibility in meeting attendance standards, following through on projects and work assignments and maintaining confidentiality of County information.
10. Operates and adjusts computer or other equipment independently, to the degree that will be required at the alternate work place.

**Jobs best suited
for Telework**

A job that is appropriate for Teleworking arrangements typically has the following characteristics.

1. Face-to-face interactions are minimal or can be scheduled.
2. Needs of internal and external customers can be satisfied from the alternate work place.
3. The need for specialized equipment must be minimal or flexible.
4. Ability to schedule work flow and allow work that can be done only at the main office to be completed on non-Teleworking days.
5. Clear objective can be set, and tasks can be clearly defined.
6. Job contains tasks that can best be completed during quiet uninterrupted time.