

Bill No. 12-14
Concerning: Personnel - Telecommuting
- Amendments
Revised: March 10, 2014 Draft No. 2
Introduced: January 28, 2014
Enacted: April 22, 2014
Executive: _____
Effective: _____
Sunset Date: None
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

By: Councilmembers Berliner, Floreen, and Riemer, Council Vice President Leventhal, and
Councilmembers Elrich, Andrews, and Navarro

AN ACT to:

- (1) require the County Executive to adopt a regulation to identify the circumstances under which a County employee may ~~[[telecommute]]~~ telework;
- (2) require the Executive to adopt a regulation to establish procedures that a County employee must follow to obtain permission to ~~[[telecommute]]~~ telework; and
- (3) generally amend the law governing the County personnel regulations.

By amending

Montgomery County Code
Chapter 33, Personnel and Human Resources
Article II, Merit System
Section 33-24

Boldface	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

The County Council for Montgomery County, Maryland approves the following Act:

1 **Sec. 1. Section 33-24 is amended as follows:**

2 **33-24. ~~[[Telecommuting]] Telework.~~**

3 (a) *Definitions.* In this Section, the following words have the meanings
4 indicated:

5 ~~["**Director**"]~~ means the Director of the Department of Human
6 Resources or the Director's designee.

7 ~~["*Sustainability Working Group*"]~~ means the Group defined in Section
8 18A-13.]

9 ~~["~~[[Telecommute]]~~"]~~ *Telework* means a work arrangement in which
10 some or all of the work is performed at an alternative work site, such as
11 a home or office space near a home.

12 (b) ~~[[Telecommuting]]~~ *Action Plan Telework.* The ~~[Sustainability~~
13 ~~Working Group]~~ County Executive must ~~[prepare]~~ adopt, by Method 1
14 regulation, a ~~[Telecommuting Action Plan that sets out a]~~ policy to
15 permit eligible employees to ~~[[telecommute]]~~ telework and a plan ~~[for~~
16 increasing] to increase the number of County employees who
17 ~~[[telecommute]]~~ telework.

18 (c) *Contents.* The ~~[Telecommuting Action Plan]~~ ~~[[telecommuting]]~~
19 telework regulation must:

20 (1) ~~[set numerical goals for the number of County employees who~~
21 ~~telecommute]~~ require the Director to designate an employee to
22 serve as the County ~~[[telecommuting]]~~ telework manager. The
23 County ~~[[telecommuting]]~~ telework manager must:

24 (A) advise each County department and office on
25 ~~[[telecommuting]]~~ telework matters;

26 (B) serve as a resource for managers and employees on
27 ~~[[telecommuting]]~~ telework;

- 28 (C) develop, after consulting the County Attorney, a standard
 29 written [[telecommuting]] telework agreement between a
 30 [[telecommuting]] teleworking employee and the
 31 employee’s manager;
- 32 (D) assist managers in determining the eligibility of an
 33 employee to [[telecommute]] telework; and
- 34 (E) be the primary point of contact between the Office of
 35 Human Resources and each County department or office
 36 on [[telecommuting]] telework issues;
- 37 (2) identify the circumstances under which a County employee may
 38 [[telecommute]] telework; [and]
- 39 (3) identify procedures that a County employee must follow to obtain
 40 permission to [[telecommute]] telework;
- 41 (4) require the execution of a written [[telecommuting]] telework
 42 agreement between an employee and the employee’s manager
 43 outlining each party’s expectations and responsibilities; and
- 44 (5) identify the required [[telecommuting]] telework training for a
 45 [[telecommuting]] teleworking employee and a County manager.
- 46 (d) Training. The Director, after consulting the Chief Information Officer,
 47 must establish an appropriate training course for a [[telecommuting]]
 48 teleworking employee and a County manager.
- 49 (e) Annual report. The [Sustainability Working Group] Chief
 50 Administrative Officer must report to the County Executive and County
 51 Council by January 15 of each year on:
- 52 (1) the actions taken in the preceding fiscal year to implement the
 53 [Telecommuting Action Plan] [[telecommuting]] telework
 54 regulation;

