

BOARD MEETING DATE: April 2, 2021

AGENDA NO. 8

PROPOSAL: Approve a Telework Stipend Proposal for Professional Unit Employees

SYNOPSIS: This action requests Board approval of a proposal to pay a stipend to cover reasonable costs for employees in the Professional Unit bargaining group who are teleworking under the Executive Officer's directive related to COVID-19 safety measures.

COMMITTEE: No Committee Review

**RECOMMENDED ACTIONS:**

Approve the telework stipend proposal for employees in the Professional Unit bargaining group who are teleworking pursuant to the Executive Officer's directive related to COVID-19 safety measures, as shown in Attachment A.

Wayne Natri  
Executive Officer

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**Background**

On March 19, 2020, the Executive Officer issued COVID-19 Directive No. 1b, as part of the implementation of the Continuity Of Operations plan to address the COVID-19 pandemic, directing telework for South Coast AQMD employees to the greatest extent possible while still maintaining business operations. On February 5, 2021, the Board approved a telework stipend policy to cover reasonable business-related expenses incurred by employees in the Office Clerical & Maintenance and the Technical & Enforcement bargaining units and non-represented employees who are teleworking under Directive No. 1b.

An agreement has been reached with South Coast Air Quality Management District Professional Employees Association (SC-PEA) to apply the same terms and conditions

of the previously approved telework stipend policy to employees in the Professional Unit bargaining group.

**Proposal**

This action is to request approval of a proposal to pay a stipend of \$45 per month, beginning January 1, 2021, to cover business-related expenses for employees in the Professional Unit bargaining group teleworking under the Executive Officer's directive related to COVID-19 safety measures, pursuant to an agreement reached with SC-PEA. The proposed policy also provides employees a one-time payment of \$450 for teleworking expenses incurred in 2020 and addresses impacts of teleworking under Directive No. 1b in relation to South Coast AQMD's Rideshare Program. The terms and conditions of the proposed teleworking stipend policy are shown in Attachment A, in a strikeout/underline format of the previously approved policy.

**Resource Impacts**

There is sufficient funding available for this proposal in the FY 2020-21 Budget. If necessary, additional funding will be requested in the 2021-22 fiscal year budget.

**Attachment**

Attachment A – Proposed Revision to Telework Stipend Policy

## ATTACHMENT A

### **PROPOSAL FOR TELEWORK STIPEND FOR EMPLOYEES IN OC&M AND T&E BARGAINING UNITS, EMPLOYEES IN PROFESSIONAL UNIT, AND NON-REPRESENTED EMPLOYEES TELEWORKING PURSUANT TO THE EXECUTIVE OFFICER'S COVID-19 SAFETY DIRECTIVE**

On March 19, 2020, the Executive Officer issued COVID-19 Directive No. 1b, as part of the implementation of the Continuity Of Operations plan to address the COVID-19 pandemic, which directed teleworking for South Coast AQMD employees to the greatest extent possible while still maintaining business operations. This proposal establishes a telework stipend policy to cover reasonable business-related expenses incurred by employees in the Office Clerical & Maintenance and the Technical & Enforcement bargaining units, employees in the Professional Unit bargaining group, and non-represented employees (referred to collectively, as "employees") who are teleworking under Directive No. 1b.

1. Employees teleworking under Directive No. 1b shall receive a one-time payment of \$450 to cover business-related expenses incurred through December 31, 2020.
2. Beginning January 1, 2021, employees who are teleworking under Directive No. 1b shall receive a payment of \$45 per month to cover business-related expenses.
3. The teleworking stipend of \$45 per month shall cease at the end of the month in which Directive No. 1b is no longer in effect.
4. The following job classifications are not eligible for the one-time payment or the monthly teleworking stipend: Stock Clerk, District Storekeeper, Mail/Subscription Services Clerk, Fleet Services Worker I/II, Offset Press Operator, Printshop Duplicator, and General Maintenance Worker.
5. Employees who are participants in, or applied to be, in the South Coast AQMD Rideshare Program before October 1, 2020 are not eligible to receive the one-time payment or the monthly teleworking stipend. Participants in South Coast AQMD's Rideshare Program receive credit toward their monthly Rideshare Program incentive for teleworking.
  - a. Employees who are participants in, or applied to be in, the South Coast AQMD Rideshare Program as of October 1, 2020 will continue receiving incentive credit for teleworking under the Rideshare Program while Directive No. 1b is in effect, as a means to cover business-related expenses incurred.
    - i. If an employee who was a participant in the Rideshare Program as of October 1, 2020 subsequently leaves the Rideshare Program, then they will be eligible to receive the monthly teleworking stipend.
    - ii. Employees shall not receive both the teleworking stipend and the incentive credit for teleworking under the Rideshare Program for any given month.
  - b. Employees who were participants in the Rideshare Program as of October 1, 2020, and did not submit a claim for the Rideshare Program incentive between March 2020 and December 2020, may seek reimbursement for business-related expenses incurred, in the amount of \$45 for each month they did not submit a claim for the Rideshare Program incentive.
  - c. Employees who join the Rideshare Program after October 1, 2020 *cannot* claim credit toward their monthly incentive for teleworking under the Rideshare Program while Directive No. 1b is in place. They are eligible for the monthly telework stipend.