

**MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**DATE:** June 1, 2022  
**TO:** Board of Directors  
**FROM:** Shuran Parker, Administrative Services Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Approval of Telework Policy

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**SUMMARY:**

Staff has prepared a Telework Policy for Board review and approval (**ATTACHMENT 1**).

**FISCAL IMPACT:**

There is no fiscal impact associated with approving this policy.

**FUNDING SOURCE:**

Not applicable

**FUNDING BALANCE:**

Not applicable

**DISCUSSION:**

Before the COVID-19 pandemic, the District allowed employees to telework on a case-by-case basis, based on employee request and District needs. Due to the pandemic, the District quickly transitioned to an emergency telecommuting situation, allowing more than half of employees to telework. As we return to work under a “new normal”, we have seen the benefits associated with telework, including: the ability to provide continuity of services, increased productivity, reduced absenteeism, and boosting employee morale. Another benefit of telework that became increasingly evident during the pandemic is reduced traffic and carbon emissions, and it also helps with parking congestion. We also see telework as an additional recruitment and retention tool for increasing the District’s competitive advantage in the labor market.

Now that it’s been proven that telework is a viable and beneficial option, including for government entities, we have developed the new policy, which would formalize our established process for telework, still on a case-by case basis, which will take us into the future, including in the event of another local emergency or in the event of District need.

**RECOMMENDED ACTION:**

Staff recommends that the Board review and approve the Telework Policy as presented, or in substantially the same form.

**ATTACHMENT:**

1. [Draft Telework Policy](#)