

City and County of San Francisco

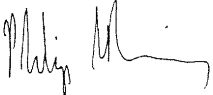
**Gavin Newsom
Mayor**



Department of Human Resources

**Philip A. Ginsburg
Human Resources Director**

To: City and County of San Francisco Labor Organizations

From: Philip A. Ginsburg
Director 

Date: November 2, 2005

Subject: The City's Telecommuting Policy and Program

In recognition of the many benefits of telecommuting, including environmental and energy efficiencies, emergency preparedness and employee job satisfaction, a joint City-Labor Telecommuting Committee developed a Telecommuting Policy and Program for City-wide implementation. Department Heads have been strongly encouraged to implement the City's Telecommuting Program, making it available to all employees to the extent operationally feasible and consistent with the procedures, guidelines and eligibility requirements of the Telecommuting Program. The Telecommuting Policy Guidelines and Participation Packet are located on the Department of Human Resources website at www.sfgov.org/DHR.

The Telecommuting Policy and Program is a discretionary City program and is not subject to the grievance procedures in any Memorandum of Understanding or to any other review or appeal procedures, except the Appeal Process provided in the Telecommuting Policy. An employee may participate in the Telecommuting Program only if the union representing that employee has agreed and acknowledged that all aspects of and decisions under the Telecommuting Program are not grievable.

To that end, representative labor organizations are requested to review the entire Telecommuting Program Guidelines and Participation Packet. Labor organizations must complete the appended form and return it to the Department of Human Resources before any employee represented by that organization can participate in the Program. Please submit the completed form to the attention of the Employee Relations Division at 44 Gough Street, San Francisco, CA 94103, or via fax to (415) 557-4919.

If you have any questions or comments, you may contact Jennifer Johnston, Project Manager, at (415) 557-4932 or Jennifer.Johnston@sfgov.org. Ms. Johnston is also available to present an overview of the program to the extent requested.