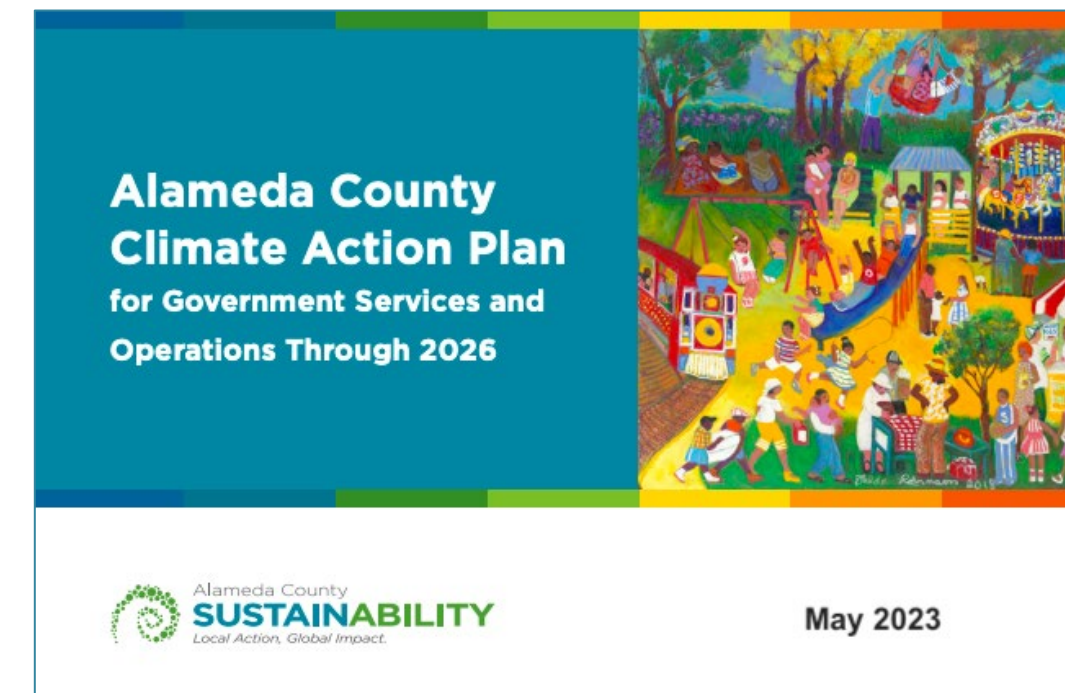## Implementing a Telework Timecode

In 2019, employee commutes were the largest source of emissions from County operations (22,987 mt CO_2e). The COVID-19 pandemic accelerated the adoption and acceptance of remote and hybrid work. Implementing a new timecode to track telework hours will be an important step toward understanding the impact of evolving work arrangements.
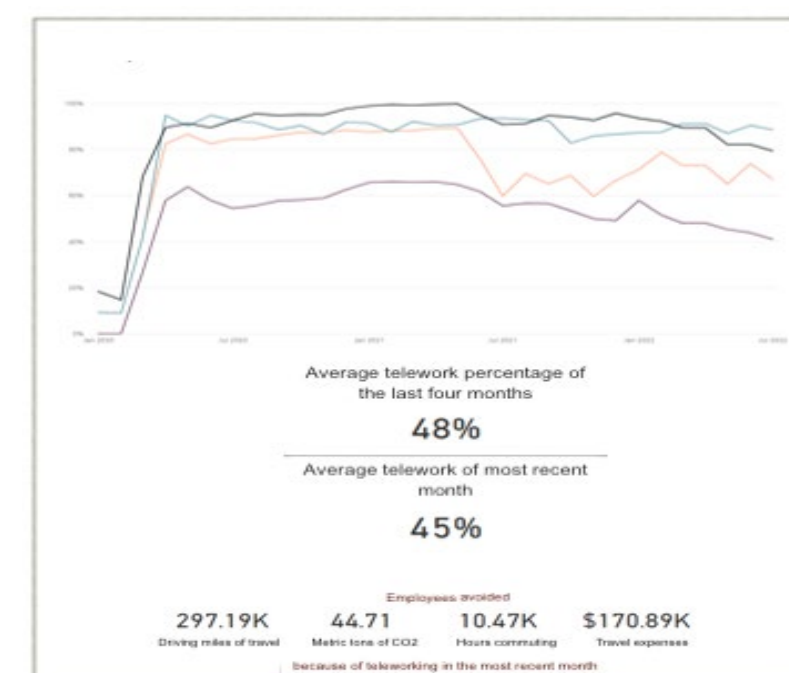
Alameda County Climate Action Plan
for Government Services and Operations Through 2026

SUSTAINABILITY
Local Action, Global Impact

May 2023

Implementing a telework timecode is part of the County's strategy to reduce emissions from its own operations.

Project Goals
➤ Track progress on reducing employee commutes and achieving emissions reduction goals
➤ Identify opportunities to improve accessibility to telework for eligible employees
➤ Share metrics internally for planning purposes, such as making informed decisions about future office space and energy needs

Fellowship Objectives
➤ Ensure the change in process for reporting work hours is user-friendly to facilitate the collection of high-quality data
➤ Develop a data dashboard to display telework trends by agency and emissions reductions Countywide

Average telework percentage of the last four months
48%
Average telework of most recent month
45%

297.19K   44.71   10.47K $170.89K

Sample data dashboard using mock data

Work in Progress

Instruction Document
❖ Developing an instruction document for over 9,500 County employees to support accurate time reporting

From Sunday 04/16/2023 to Saturday 04/29/2023

		Sun 4/16	Mon 4/17	Tue 4/18	Wed 4/19	Thu 4/20	Fri 4/21	Sat 4/22	Sun 4/23	Mon 4/24	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Total	Time Reporting Code	Type
+	−	8.00	8.00				8.00			8.00	8.00			8.00		48.00	REG - Regular	Hours
+	−			8.00	8.00							8.00	8.00			32.00	TEL - Telework	Hours

Most regular work duties performed at an approved alternate work site will be reported as telework hours, as shown on this timesheet mock-up.

Microsoft Power BI
❖ Identifying and obtaining the appropriate license and database for Microsoft Power BI, the platform selected for sharing the data dashboard

Next Steps

To track metrics in real-time on remote work at the organizational level, cooperation with all employees is key.

- Incorporate feedback on the instruction document from internal stakeholders with knowledge of different work arrangements available to the County's diverse work teams
- Design a data dashboard to visualize relevant metrics
  - Use available resources, such as employee commute surveys, to assess the benefits of telework in relation to emissions reductions

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UC Berkeley, B.A. in Economics
Pursuing a career in advancing equitable climate solutions

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