

MAR 12 2021

SENATE CONCURRENT RESOLUTION

URGING THE LEGISLATIVE REFERENCE BUREAU TO CONDUCT A STUDY ON THE BEST PRACTICES FOR TELEWORK AND ALTERNATIVE WORK SCHEDULES, INCLUDING POLICIES, GUIDELINES, STANDARDS, AND PROCEDURES, TO BE ADOPTED AND IMPLEMENTED BY GOVERNMENT EXECUTIVE AGENCIES, BUSINESSES, AND NONPROFIT ORGANIZATIONS IN HAWAII.

1 WHEREAS, telework generally refers to a work flexibility
2 arrangement under which an employee performs the duties and
3 responsibilities of the employee's position and other authorized
4 activities from an approved worksite other than the location
5 from which the employee would otherwise work, including the
6 employee's residence and telework centers; and
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8 WHEREAS, prior to 2020, telework was offered to the
9 workforce in Hawaii on a minimal basis, however, the disruptions
10 caused by the coronavirus disease 2019 (COVID-19) pandemic
11 forced many government agencies, businesses, and nonprofit
12 organizations to rapidly transition its operations to provide
13 for telework; and
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15 WHEREAS, some government agencies, businesses, and
16 nonprofit organizations struggled to determine an effective way
17 to transition its operations to telework or simply decided to
18 close their operations until the COVID-19 pandemic showed
19 positive developments; and
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21 WHEREAS, although the COVID-19 pandemic is showing positive
22 developments, a majority of Hawaii workers are still required to
23 perform their jobs in some form of telework, and telework has
24 become an integral way of life and business for many employees
25 and employers; and
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27 WHEREAS, the sudden and unanticipated transition of
28 business operations to telework caused by the COVID-19 pandemic
29 resulted in unforeseen consequences, including the profound and



1 distorted impact on the ability of women, who often perform the
2 majority of caregiving functions in a household, to maintain
3 paid employment, as the disruption in the operations of child
4 care facilities and schools disproportionately required women to
5 function simultaneously as an employee and a caregiver, while
6 many telework policies did not contemplate or allow caregiving
7 while teleworking; and

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9 WHEREAS, according to the United States Bureau of Labor
10 Statistics, between August and September 2020, approximately
11 865,000 women dropped out of the United States workforce, which
12 is four times the number of men - 216,000 - who left the
13 workforce during the same period; and

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15 WHEREAS, federal agencies, under the Telework Enhancement
16 Act of 2010, P.L. 111-292, and states including Virginia,
17 Maryland, and California, have invested in developing telework
18 policies for their employees prior to the COVID-19 pandemic
19 because telework increases productivity, enhances the quality of
20 life of employees, and may reduce costs associated with staff
21 turnover and office space; and

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23 WHEREAS, providing guidance on the best practices for
24 telework and alternative work schedules that can be implemented
25 by government agencies, businesses, and nonprofit organizations
26 in Hawaii, will help improve the continuity of their operations
27 during emergencies; retain a more resilient workforce and
28 thereby reduce management costs related to employee turnover and
29 absenteeism; reduce strain on public infrastructure and
30 resources; and enhance the work-life balance of their employees
31 by allowing them to better manage their work and family
32 obligations; now, therefore,

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34 BE IT RESOLVED by the Senate of the Thirty-first
35 Legislature of the State of Hawaii, Regular Session of 2021, the
36 House of Representatives concurring, that the Legislative
37 Reference Bureau (LRB) is urged to conduct a study on the best
38 practices for telework and alternative work schedules, including
39 policies, guidelines, standards, and procedures, to be adopted
40 and implemented by government executive agencies, businesses,
41 and nonprofit organizations in Hawaii; and



1 BE IT FURTHER RESOLVED that the study include:
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3 (1) Recommendation on best practices, including policies,
4 guidelines, standards, and procedures for a successful
5 implementation and operation of telework programs and
6 alternative work schedules for government executive
7 agencies, businesses, and nonprofit organizations in
8 Hawaii;
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10 (2) Identification of the categories of employees and
11 positions that may be:
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13 (A) Suitable for telework or an alternative work
14 schedule; and
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16 (B) Unsuitable for telework or an alternative work
17 schedule and the basis for deeming them
18 unsuitable;
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20 (3) Identification of reasons for which a telework or an
21 alternative work schedule may be made available to
22 employees, including the feasibility of including
23 caregiving of a household member as a reason to
24 telework or use an alternative work schedule;
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26 (4) Identification of suitable telework locations and
27 recommended infrastructure and safety measures,
28 including:
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30 (A) Recommendation on how employers may provide their
31 employees with electronic equipment, including
32 computers and computing devices, and access to
33 information that is required for the employees to
34 perform work from the alternative work locations;
35 and
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37 (B) Recommendation on means by which employers and
38 employees may secure the safety of the electronic
39 equipment and confidentiality of information made
40 available to employees at the alternative work
41 locations;
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- 1 (5) Identification of impacts teleworking may have on the
2 use of state information technology assets;
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- 4 (6) Recommendations on incentive programs, including
5 promotions that would encourage the use of telework
6 and alternative work schedules by government executive
7 agencies, businesses, and nonprofit organizations in
8 Hawaii, and as well as their employees; and
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- 10 (7) Recommendations on annual percentage targets for the
11 number of employees and positions made eligible for
12 telework or an alternative work schedule for
13 government executive agencies, businesses, and
14 nonprofit organizations in Hawaii; and
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16 BE IT FURTHER RESOLVED that the LRB is urged to submit a
17 report of its findings and recommendations, including any
18 proposed legislation, to the Legislature no later than twenty
19 days prior to the convening of the Regular Session of 2022; and
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21 BE IT FURTHER RESOLVED that the LRB is urged to make the
22 study and a summary thereof available for viewing by the public,
23 including posting them on its website; and
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25 BE IT FURTHER RESOLVED that the state and county executive
26 agencies are urged to adopt and implement telework and
27 alternative work schedule policies, guidelines, standards, and
28 procedures that incorporate the best practices provided in the
29 study; and
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31 BE IT FURTHER RESOLVED that the businesses and nonprofit
32 organizations in Hawaii are encouraged to develop and implement
33 telework and alternative work schedule policies, guidelines,
34 standards, and procedures that incorporate the best practices
35 provided in the study; and
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37 BE IT FURTHER RESOLVED that certified copies of this
38 Concurrent Resolution be transmitted to the Governor;
39 Comptroller; Chairperson of the Board of Agriculture; Attorney
40 General; Director of Finance; Director of Business, Economic
41 Development, and Tourism; Director of Commerce and Consumer
42 Affairs; Adjutant General; Chairperson of the Board of



1 Education; Superintendent of Education; Chairperson of the
2 Hawaiian Homes Commission; Director of Health; Director of Human
3 Resources Development; Director of Human Services; Director of
4 Labor and Industrial Relations; Chairperson of the Board of Land
5 and Natural Resources; Director of Public Safety; Director of
6 Taxation; Director of Transportation; President of the
7 University of Hawaii System; Director of the Legislative
8 Reference Bureau; Mayor of the City and County of Honolulu;
9 Mayor of the County of Hawaii; Mayor of the County of Maui; and
10 Mayor of the County of Kauai.

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OFFERED BY:



