

MAR 12 2021

SENATE 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
26

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
30 distorted impact on the ability of women, who often perform the
31 majority of caregiving functions in a household, to maintain
32 paid employment, as the disruption in the operations of child



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1 care facilities and schools disproportionately required women to
 2 function simultaneously as an employee and a caregiver, while
 3 many telework policies did not contemplate or allow caregiving
 4 while teleworking; and

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 6 WHEREAS, according to the United States Bureau of Labor
 7 Statistics, between August and September 2020, approximately
 8 865,000 women dropped out of the United States workforce, which
 9 is four times the number of men - 216,000 - who left the
 10 workforce during the same period; and

11
 12 WHEREAS, federal agencies, under the Telework Enhancement
 13 Act of 2010, P.L. 111-292, and states including Virginia,
 14 Maryland, and California, have invested in developing telework
 15 policies for their employees prior to the COVID-19 pandemic
 16 because telework increases productivity, enhances the quality of
 17 life of employees, and may reduce costs associated with staff
 18 turnover and office space; and

19
 20 WHEREAS, providing guidance on the best practices for
 21 telework and alternative work schedules that can be implemented
 22 by government agencies, businesses, and nonprofit organizations
 23 in Hawaii, will help improve the continuity of their operations
 24 during emergencies; retain a more resilient workforce and
 25 thereby reduce management costs related to employee turnover and
 26 absenteeism; reduce strain on public infrastructure and
 27 resources; and enhance the work-life balance of their employees
 28 by allowing them to better manage their work and family
 29 obligations; now, therefore,

30
 31 BE IT RESOLVED by the Senate of the Thirty-first
 32 Legislature of the State of Hawaii, Regular Session of 2021,
 33 that the Legislative Reference Bureau (LRB) is urged to conduct
 34 a study on the best practices for telework and alternative work
 35 schedules, including policies, guidelines, standards, and
 36 procedures, to be adopted and implemented by government
 37 executive agencies, businesses, and nonprofit organizations in
 38 Hawaii; and

39
 40 BE IT FURTHER RESOLVED that the study include:
 41



- 1 (1) Recommendation on best practices, including policies,
2 guidelines, standards, and procedures for a successful
3 implementation and operation of telework programs and
4 alternative work schedules for government executive
5 agencies, businesses, and nonprofit organizations in
6 Hawaii;
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- 8 (2) Identification of the categories of employees and
9 positions that may be:
10
- 11 (A) Suitable for telework or an alternative work
12 schedule; and
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- 14 (B) Unsuitable for telework or an alternative work
15 schedule and the basis for deeming them
16 unsuitable;
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- 18 (3) Identification of reasons for which a telework or an
19 alternative work schedule may be made available to
20 employees, including the feasibility of including
21 caregiving of a household member as a reason to
22 telework or use an alternative work schedule;
23
- 24 (4) Identification of suitable telework locations and
25 recommended infrastructure and safety measures,
26 including:
27
- 28 (A) Recommendation on how employers may provide their
29 employees with electronic equipment, including
30 computers and computing devices, and access to
31 information that is required for the employees to
32 perform work from the alternative work locations;
33 and
34
- 35 (B) Recommendation on means by which employers and
36 employees may secure the safety of the electronic
37 equipment and confidentiality of information made
38 available to employees at the alternative work
39 locations;
40
- 41 (5) Identification of impacts teleworking may have on the
42 use of state information technology assets;



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- 2 (6) Recommendations on incentive programs, including
- 3 promotions that would encourage the use of telework
- 4 and alternative work schedules by government executive
- 5 agencies, businesses, and nonprofit organizations in
- 6 Hawaii, and as well as their employees; and
- 7
- 8 (7) Recommendations on annual percentage targets for the
- 9 number of employees and positions made eligible for
- 10 telework or an alternative work schedule for
- 11 government executive agencies, businesses, and
- 12 nonprofit organizations in Hawaii; and
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14 BE IT FURTHER RESOLVED that the LRB is urged to submit a
 15 report of its findings and recommendations, including any
 16 proposed legislation, to the Legislature no later than twenty
 17 days prior to the convening of the Regular Session of 2022; and

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 19 BE IT FURTHER RESOLVED that the LRB is urged to make the
 20 study and a summary thereof available for viewing by the public,
 21 including posting them on its website; and

22
 23 BE IT FURTHER RESOLVED that the state and county executive
 24 agencies are urged to adopt and implement telework and
 25 alternative work schedule policies, guidelines, standards, and
 26 procedures that incorporate the best practices provided in the
 27 study; and

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 29 BE IT FURTHER RESOLVED that the businesses and nonprofit
 30 organizations in Hawaii are encouraged to develop and implement
 31 telework and alternative work schedule policies, guidelines,
 32 standards, and procedures that incorporate the best practices
 33 provided in the study; and

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 35 BE IT FURTHER RESOLVED that certified copies of this
 36 Resolution be transmitted to the Governor; Comptroller;
 37 Chairperson of the Board of Agriculture; Attorney General;
 38 Director of Finance; Director of Business, Economic Development,
 39 and Tourism; Director of Commerce and Consumer Affairs; Adjutant
 40 General; Chairperson of the Board of Education; Superintendent
 41 of Education; Chairperson of the Hawaiian Homes Commission;
 42 Director of Health; Director of Human Resources Development;



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1 Director of Human Services; Director of Labor and Industrial
2 Relations; Chairperson of the Board of Land and Natural
3 Resources; Director of Public Safety; Director of Taxation;
4 Director of Transportation; President of the University of
5 Hawaii System; Director of the Legislative Reference Bureau;
6 Mayor of the City and County of Honolulu; Mayor of the County of
7 Hawaii; Mayor of the County of Maui; and Mayor of the County of
8 Kauai.
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OFFERED BY:



