

2-803.

The Secretary shall:

(1) [reinstate any guidelines and policies previously adopted for the former Pilot Program to establish and carry out the purposes of the Pilot Program] ADOPT A TELEWORK POLICY AND GUIDELINES NECESSARY TO ESTABLISH AND CARRY OUT THE PURPOSES OF THE PILOT PROGRAM FOR USE BY ALL PARTICIPATING AGENCIES; AND

(2) [adopt any necessary guidelines and policies to establish and carry out the purposes of the Pilot Program; and

(3)] require participating agencies to provide [telecommuting] TELEWORKING State employees with copies of relevant agency telephone directories and reports that are stored on computer disk.

2-804.

(A) THE SECRETARY SHALL HIRE A TELEWORK CONSULTANT TO PROVIDE TECHNICAL ASSISTANCE IN IMPLEMENTING THE PILOT PROGRAM.

(B) IN ADDITION TO ANY OTHER DUTIES ASSIGNED BY THE SECRETARY, THE CONSULTANT SHALL:

(1) DEVELOP AND CONDUCT TRAINING PROGRAMS FOR TELEWORKING STATE EMPLOYEES AND THEIR MANAGERS; AND

(2) IDENTIFY TELEWORK CENTERS ~~THAT~~ INCLUDING DISTRIBUTIVE TRAINING TECHNOLOGY CENTERS, WHICH ARE AVAILABLE TO STATE TELEWORKERS AND DEVELOP A PROPOSAL FOR A TELEWORK CENTER PILOT PROGRAM.

2-805.

THE SECRETARY SHALL PROVIDE STAFF TO MANAGE THE OPERATIONS OF THE PILOT PROGRAM.

2-806.

(A) THE SECRETARY SHALL ESTABLISH A TELEWORK STEERING COMMITTEE.

(B) THE PURPOSE OF THE COMMITTEE IS TO:

(1) ASSIST THE SECRETARY IN ESTABLISHING TELEWORK PROGRAMS IN ALL AGENCIES IN THE EXECUTIVE BRANCH OF STATE GOVERNMENT;

(2) CONDUCT A SURVEY OF THE NUMBER OF POTENTIALLY ELIGIBLE TELEWORKERS IN EACH EXECUTIVE BRANCH STATE AGENCY;

(3) DETERMINE THE COST EFFECTIVENESS OF IMPLEMENTING TELEWORK PROGRAMS IN EXECUTIVE BRANCH STATE AGENCIES, INCLUDING AN ANALYSIS OF COST SAVINGS RESULTING FROM INCREASED PRODUCTIVITY, REDUCTION IN THE USE OF SICK LEAVE, DECREASE IN EMPLOYEE TURNOVER, AND REDUCTION IN REQUIRED OFFICE SPACE; AND