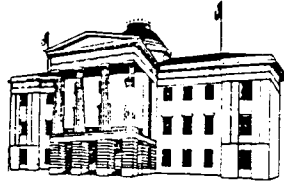


State of North Carolina



JAMES B. HUNT JR.
GOVERNOR

EXECUTIVE ORDER NO. 155 STATE OF NORTH CAROLINA PILOT TELEWORKING PROJECT

WHEREAS, more than half of North Carolina's residents live in counties facing stricter pollution controls under new federal clean air standards in the next few years; and

WHEREAS, under the old rules, no counties in North Carolina have violated the ozone standard since 1990, meeting the new ozone standard will be a significant challenge for citizens of North Carolina; and

WHEREAS, the majority of the carbon monoxide, ozone, and particulate pollution comes from automobile use; and

WHEREAS, the State must demonstrate leadership in reducing ground-level ozone and motor vehicles emissions through its own policies and the actions of its agencies and employees; and

WHEREAS, teleworking, a management option where selected employees work from their homes instead of driving to the traditional office, could be an essential part of a plan to control the growth in vehicle miles traveled and, as a result, reduce vehicle emissions; and

WHEREAS, teleworking has the potential to be a valuable tool in our Ozone Action Days Program and overall ozone control strategy; and

WHEREAS, teleworking programs in other states have documented not only reductions in air pollution emitted and gasoline consumed, but also increases in employee productivity and morale due to an improved work environment; and

WHEREAS, the Office of the State Auditor and the Office of State Personnel (OSP) have thoroughly researched the feasibility of implementing a

telework/telecommuting program and have recommended that criteria be established for a statewide teleworking program.

NOW, THEREFORE, by the power vested in me as Governor by the laws and Constitution of the State of North Carolina, IT IS ORDERED:

Section 1. Establishment

The State of North Carolina Pilot Teleworking Program (hereinafter, the “Program”) is hereby established to identify and measure the benefits derived from teleworking and to establish and test guidelines to ensure statewide consistency among agencies for common issues involved with the implementation of teleworking programs statewide. The Program will identify what does and does not work for agencies prior to a larger scale implementation of a teleworking work option.

Section 2. Role of Partnership

The Pilot Teleworking Project is a partnership between OSP, the Air Quality Division of the Department of Environment and Natural Resources, the Energy Division of the Department of Commerce, and the Department of Transportation. The lead agency shall be OSP. The role of OSP is to develop a teleworking policy and process for the pilots, from selection of pilot organizations and participants through training and evaluation of the pilot project. The Air Quality Division, the Energy Division and the Department of Transportation shall support OSP in this effort with research, technical and contractual support to validate cost/benefit analysis, processes, procedures, and future implementation.

Section 3. Policy

The State of North Carolina Pilot Teleworking Program establishes interim guidelines for teleworking projects that are part of the pilot programs established under the auspices of the Office of State Personnel. This policy is not intended to have any effect on any existing telecommuting or teleworking activities in state agencies and will be reviewed at the conclusion of the pilots. The pilot projects, which are established under this interim policy, are designed so that a reasoned determination can be made as to the potential benefits of teleworking within North Carolina State government.

Section 4. Covered Employees

This policy applies to approved pilot projects only. Its provisions apply to employees who telework as part of such a pilot project and to the supervisors and managers who assign and review work for those employees.

Section 5. State Teleworking Advisory Committee

- a. Creation and Membership. The State Teleworking Advisory Committee is hereby created. The State Personnel Director shall appoint the committee members. The Committee shall have representation from policy areas and participating agencies. Each member shall serve a term of two years.
- b. Duties. The State Teleworking Advisory Committee shall assist the Office of State Personnel with the development of the State Teleworking Pilot Program, review its progress and make recommendations to the State Personnel Director with respect to continuation of teleworking in North Carolina State government.

Section 6. Duties of the Office of State Personnel

The Office of State Personnel will administer the State of North Carolina Pilot Teleworking Program. In carrying out this duty, OSP shall:

- a. Provide coordination for the pilot programs;
- b. Provide staff to the State Teleworking Advisory Committee;
- c. Administer or contract the orientation program for agency coordinators;
- d. Administer or contract program to train agency coordinators;
- e. Review and approve any reports on the teleworking pilot programs; and,
- f. Compile, analyze, and report pilot results.

Section 7. Duties of Each Agency

Each agency shall:

- a. Establish agency policies and Procedures in conformance with the guidelines and procedures established by OSP and define teleworking jobs/tasks. Each agency participating in a pilot must

identify jobs that are proposed for inclusion in the pilot and be responsible for providing documentation, evaluation, and analysis to support the selection of these jobs.

- b. Establish expected results. Each agency shall establish measurable performance standards which are results-oriented and which describe quantity and quality of work.
- c. Select a Teleworking Coordinator. Each participating agency shall select an Agency Teleworking Coordinator to be responsible for overall program organization and analysis.
- d. Identify selection criteria for employees. Each agency has the authority to determine which employees under its supervision meet the agency standard for selection.
- e. Identify selection criteria for supervisors. Each agency has the authority to determine which supervisors meet the agency standard for selection.
- f. Orient and train teleworkers and supervisors. All participants in a teleworking pilot shall attend orientation and training sessions regarding this program.
- g. Establish general policies/guidelines such as work hours, equipment, furniture, etc. Each agency shall develop a policy or set of guidelines, which are reflective of agency-specific policies, and include them in addition to the State policies which are not changeable.
- h. Require employees and supervisors to sign teleworking agreements. All teleworking relationships shall have a formal, written Teleworking Agreement.

Section 8. Duties of the Employee

In addition to the selection criteria, each employee participating in a teleworking pilot under this Executive Order shall agree to clear and measurable performance standards, attend training, sign and abide by a Teleworking Agreement, and participate in surveys and focus groups.

Section 9. Duties of The Supervisor

In addition to the selection criteria, each supervisor participating in a teleworking pilot under this Executive Order shall attend orientation sessions for managers and supervisors, establish clear and measurable performance standards, attend training sessions, sign and abide by a Teleworking Agreement, and participate in surveys, focus groups, and pilot evaluations.

Section 10. Teleworking Agreement

All teleworking relationships shall have a formal, written Teleworking Agreement. The agreement shall include and address all policy areas and shall be signed by the teleworker, supervisor, and manager.

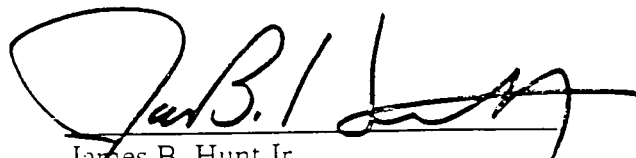
Section 11. Cancellation of Teleworking Agreement

Due to the voluntary nature of the pilot program, teleworkers and/or management have the right to terminate the Teleworking Agreement at any time. Although teleworking is not an employee entitlement or right, termination of employees from the program must be done in writing and with appropriate notice except in emergency situations. Termination of a Teleworking Agreement by management is not a grievable issue under personnel policies. An employee who terminates an agreement cannot be subjected to disciplinary action.

This Order is effective immediately and shall remain in effect until terminated by subsequent executive order.

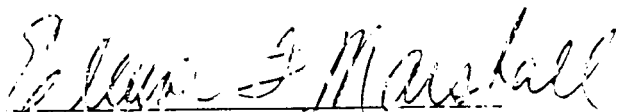
Done in the Capital City of Raleigh, North Carolina, this the 20th day of

July, 1999.



James B. Hunt Jr.
Governor

ATTEST:



Elaine F. Marshall
Secretary of State

