
By: **Delegates Pitkin, Cadden, Conway, D'Amato, Franchot, Hecht, Hubers,
A. Jones, V. Jones, Kagan, Klima, Kopp, McIntosh, Palumbo, Rawlings,
Rosenberg, Stocksdale, and Turner**

Introduced and read first time: February 12, 1999

Assigned to: Appropriations

A BILL ENTITLED

1 AN ACT concerning

2 **State Personnel - Teleworking Pilot Program**

3 FOR the purpose of reestablishing the statewide Telecommuting Pilot Program as the
4 Teleworking Pilot Program; repealing certain provisions of law requiring the
5 Secretary of Budget and Management to reinstate and adopt certain policies and
6 guidelines; requiring the Secretary to adopt a telework policy and guidelines
7 necessary to establish and carry out the purposes of the Pilot Program;
8 requiring the Secretary to hire a telework consultant; specifying the duties of
9 the consultant; requiring the Secretary to provide staff to manage the operations
10 of the Pilot Program; requiring the Secretary to establish a Telework Steering
11 Committee; specifying the purposes and composition of the Committee;
12 providing for staff for the Committee; altering certain definitions; repealing
13 certain provisions of law requiring the Secretary to submit a certain report to
14 certain committees of the General Assembly and to notify the committees about
15 the selection of certain State agencies; requiring the Secretary and certain State
16 agencies to report to certain committees of the General Assembly on certain
17 dates; providing for the termination of this Act; and generally relating to the
18 statewide Teleworking Pilot Program.

19 BY repealing and reenacting, with amendments,
20 Article - State Personnel and Pensions
21 Section 2-801 through 2-803, inclusive, to be under the amended subtitle
22 "Subtitle 8. Teleworking Pilot Program"
23 Annotated Code of Maryland
24 (1997 Replacement Volume and 1998 Supplement)

25 BY adding to
26 Article - State Personnel and Pensions
27 Section 2-804 and 2-806
28 Annotated Code of Maryland
29 (1997 Replacement Volume and 1998 Supplement)

1 BY repealing
2 Chapter 529 of the Acts of the General Assembly of 1998
3 Section 2 and 3

4 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
5 MARYLAND, That the Laws of Maryland read as follows:

6 **Article - State Personnel and Pensions**

7 Subtitle 8. [Telecommuting] TELEWORKING Pilot Program.

8 2-801.

9 (a) In this subtitle the following words have the meanings indicated.

10 (b) "Pilot Program" means the [Telecommuting] TELEWORKING Pilot
11 Program.

12 (c) ["Telecommuting"] "TELEWORKING" means using telecommunications
13 technology to work at a location other than a traditional office setting.

14 2-802.

15 (a) The Governor shall reestablish the statewide Telecommuting Pilot
16 Program AS THE TELEWORKING PILOT PROGRAM.

17 (b) The purpose of the Pilot Program is to allow State employees to work at a
18 location other than a State office through the use of telecommunications technology.

19 2-803.

20 The Secretary shall:

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

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

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

31 2-804.

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

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

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

5 (2) IDENTIFY TELEWORK CENTERS THAT ARE AVAILABLE TO STATE
6 TELEWORKERS AND DEVELOP A PROPOSAL FOR A TELEWORK CENTER PILOT
7 PROGRAM.

8 2-805.

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

11 2-806.

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

13 (B) THE PURPOSE OF THE COMMITTEE IS TO:

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

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

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

23 (4) DEVELOP AND DISTRIBUTE TO MANAGERS IN EACH EXECUTIVE
24 BRANCH STATE AGENCY A LIST OF THE BENEFITS TO MANAGERS, EMPLOYEES, AND
25 THE PUBLIC THAT RESULT FROM IMPLEMENTATION OF TELEWORK PROGRAMS.

26 (C) THE COMMITTEE SHALL CONSIST OF A REPRESENTATIVE OF:

27 (1) THE DEPARTMENT OF BUDGET AND MANAGEMENT;

28 (2) THE DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT;

29 (3) THE DEPARTMENT OF EDUCATION;

30 (4) THE DEPARTMENT OF THE ENVIRONMENT;

31 (5) THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE;

32 (6) THE DEPARTMENT OF HUMAN RESOURCES;

- 1 (7) THE DEPARTMENT OF LABOR, LICENSING, AND REGULATION;
2 (8) THE DEPARTMENT OF TRANSPORTATION;
3 (9) THE COMMUNITY COLLEGES;
4 (10) THE MILITARY DEPARTMENT; AND
5 (11) ANY OTHER STATE AGENCY AS DETERMINED BY THE SECRETARY.

6 (D) STAFF FOR THE COMMITTEE SHALL BE PROVIDED BY THE DEPARTMENT
7 OF BUDGET AND MANAGEMENT.

8 SECTION 2. AND BE IT FURTHER ENACTED, That the Laws of Maryland
9 read as follows:

10 **Chapter 529 of the Acts of 1998**

11 [SECTION 2. AND BE IT FURTHER ENACTED, That on or before October 1,
12 1999, the Secretary of Budget and Management shall submit a report to the Senate
13 Budget and Taxation Committee and the House Appropriations Committee, in
14 accordance with § 2-1246 of the State Government Article, concerning the effect of the
15 Pilot Program within each selected agency.]

16 [SECTION 3. AND BE IT FURTHER ENACTED, That the Department of
17 Budget and Management, for the purposes of review and comment, shall notify the
18 Senate Budget and Taxation Committee and the House Appropriations Committee
19 upon the selection of the State agencies that will participate in this Pilot Program.]

20 SECTION 3. AND BE IT FURTHER ENACTED, That on December 1, 1999 and
21 on December 1, 2000, the Secretary of Budget and Management shall submit a report
22 to the Senate Budget and Taxation Committee and the House Appropriations
23 Committee, in accordance with § 2-1246 of the State Government Article, concerning
24 the success of the Pilot Program and the effect of the Pilot Program within each
25 participating agency.

26 SECTION 4. AND BE IT FURTHER ENACTED, That each agency in the
27 Executive Branch of State government:

28 (a) shall establish a goal of having 10% of all eligible agency employees
29 participate in a telework program; and

30 (b) on December 1, 1999 and on December 1, 2000, shall submit to the Senate
31 Budget and Taxation Committee and the House Appropriations Committee, in
32 accordance with § 2-1246 of the State Government Article:

33 (1) a report on the agency's success in implementing a telework program,
34 including success in meeting the 10% participation goal, and on the effect of the
35 telework program within the agency; or

1 (2) if the agency does not have a telework program, a report on efforts
2 made by the agency to establish a telework program and a discussion of why these
3 efforts were unsuccessful.

4 SECTION 5. AND BE IT FURTHER ENACTED, That this Act shall take effect
5 July 1, 1999. It shall remain effective for a period of 2 years and 3 months and, at the
6 end of September 30, 2001, with no further action required by the General Assembly,
7 this Act shall be abrogated and of no further force and effect.