

RESOLUTION NO. _____

TO: THE HONORABLE CHAIR AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS

RE: APPROVING AND ADOPTING A REVISION TO PORTAGE COUNTY ORDINANCE 3.11 COUNTY HUMAN RESOURCES POLICY TO INCLUDE 3.11.13.19 – TELEWORK

WHEREAS, the Human Resources Committee has the responsibility to review and approve Human Resource Policies changes and provide legislative oversight of the Human Resources department and program for Portage County; and

WHEREAS, the County Board is required to review and take action on amendments to the Human Resource Policies when such amendments alter and/or revise policies previously established by County Board resolution; and

WHEREAS, effective May 11, 2023, the COVID-19 public health emergency is scheduled to end and therefore Portage County staff are reviewing the Portage County Policy for Employees and Measures to Limit Symptoms or Exposure of Coronavirus Disease 2019 (COVID-19) for policies to be considered for continuation after May 11, 2023; and

WHEREAS, the Portage County Policy for Employees and Measures to Limit Symptoms or Exposure of Coronavirus Disease 2019 (COVID-19) includes a section that addresses Telework, but the current Portage County Code of Ordinances does not contain a telework policy; and

WHEREAS, County Departments, the Human Resources Department, the County Executive, and the Human Resources Committee recommend continuation of telework as a flexible work option; and

WHEREAS, the attached section 3.11.13.19 – Telework policy would continue a telework option after expiration of the Portage County COVID-19 policy.

FISCAL NOTE: No appropriation is required for this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby approves, adopts, and enacts the attached Portage County Code of Ordinance 3.11.13.19 - Telework as a revision to the Portage County Code of Ordinances.

Dated this 16th day of May, 2023.

RESPECTFULLY SUBMITTED,

PORTAGE COUNTY
HUMAN RESOURCES COMMITTEE:
Date: May 4, 2023

Aye
Larry Raikowski, Chair

Aye
Matt Jacowski

Aye
Steve Cieslewicz

Aye
Vinnie Miresse, Vice Chair

Aye
Chris Doubek

3.11.13.19 TELEWORK

Telework is a work flexibility arrangement, under which an employee performs the duties and responsibilities of their position, from an approved worksite other than the location from which the employee would otherwise work. Portage County considers telework a work option that may provide mutual benefit when both the employee and the job are suited to such an arrangement with department head/supervisor concurrence and preapproval. Telework may be appropriate for some employees and jobs and not for others. Telework is appropriate when an employee's work can be accounted for, and a clear record of time worked established. Telework in no way changes the terms and conditions of employment with Portage County.

Employees may be allowed to telework subject to Department Work Rules and subject to the approval of their immediate supervisor and department head.

Factors to be considered to approve telework include:

- Department is open to the public under the established office hours.
- The employee's duties can be fulfilled within the telework structure.
- Telework fits with the needs of the department.
- Telework provides for increased productivity.
- The employee has demonstrated sustained high performance, and the supervisor/manager/department head believes the employee can maintain the expected quantity and quality of work while teleworking.
- The department can maintain quality services for clients, employees, and members of the general public without additional workload being imposed on other staff.
- Information Technology capability to perform work duties.

Generally, requests to telework should not be considered when:

- The job requires the employee's physical presence or telework would detrimentally impair the department's efficiency.
- The employee's current job duties require frequent in-person supervision, direction, or input from others who are onsite, for example when training a new employee.
- The employee's job duties require the employee provide frequent in-person supervision, directions, or input to other employees who are onsite.
- The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
- The employee has documented unauthorized absences and/or tardiness from work.

An employee who is teleworking is expected to be at the location and working the hours as approved by the supervisor/department head. Any deviation or exceptions to this must be pre-approved by the department head.

Employees are expected to maintain their responsiveness, productivity levels, quality of work, and overall job performance while teleworking. Telework is not intended to permit staff to provide dependent care, perform personal work, or non-work activities during work hours. Personal tasks and errands should be performed during regular scheduled breaks and lunches while teleworking. If an employee has situations that affect availability while teleworking, they need to inform their supervisor, and flex their time or use applicable benefit time. Prior approval for overtime must continue to be obtained per department work rules.

Employees are expected to maintain a professional appearance and attire while teleworking because an employee may be asked to join a virtual meeting or call with little or no notice. Teleworking employees are also expected to represent the County and the department in a professional manner. The teleworking employee may be called to work at their worksite on any teleworking day to meet workload requirements, the needs of the department, or for other

employment-related purpose. In-person meetings with clients, co-workers, and/or visitors conducting business with Portage County shall not be held in the employee's home.

Teleworking employees are responsible for setting up and maintaining a safe and ergonomic work environment in their home workspace. This includes following ergonomic best practices, such as using an ergonomic chair and keyboard, and maintaining proper lighting. Employees should continue to take regularly scheduled breaks and stand up and move around occasionally. Employees should consider their telework workspace an extension of their Portage County workspace and all work-related injuries and illnesses must be reported to the employee's supervisor immediately.

The teleworking employee's workspace should be, to the maximum reasonable extent, a workspace where the employee can work away from competing demands and distractions. The County will not be responsible for any costs associated with an employee's home office workspace, including Wi-Fi/internet connectivity expenses, printer cartridges, paper, etc. Internet connections should have an efficient bandwidth (50+meg) to perform efficiently. Portage County will not be liable for damage to the employee's property resulting from teleworking.

The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of teleworking out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Consistent with the County's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of confidential County and client/customer information at all times and follow all security compliances. That includes the teleworking employee taking only minimally necessary confidential information out of the office, locking, logging off and shutting down a County laptop when not in use, preventing inadvertent disclosure, and any other measures appropriate for the job and the environment. Maintaining confidentiality includes working in a location where third parties, including family members, will not be able to overhear or see confidential information in any format including written, verbal, or electronic.

Employees are only authorized to use equipment supplied by the County for County business purposes only. Employees shall use Portage County-issued laptops exclusively for all County-related work. Employees should not use personal phones, computers, or tablets for County-related business. Monitors, desk-top computers, or other non-portable equipment in the employee's County workplace should remain at the County workplace, unless approved in writing by the County Information Technology Department. Teleworking employees should communicate with their department head/supervisor for any needed or appropriate Information Technology (IT) capacity/capability to perform their work duties.

Portage County reserves the right to monitor any and all equipment on the Portage County network, and the right to remove or disable the network connection should the employee's equipment or use demonstrate the behavior of infection, indicators of compromise, or use in violation of the Portage County Acceptable Use Policy. Portage County reserves the right to monitor employee's work activity. An employee must notify a supervisor and IT Support Desk (support@co.portage.wi.us or 715-346-1395) in the event of equipment malfunction or theft, as soon as possible. Maintenance of Portage County owned equipment will be performed only by a Portage County authorized technician. Upon termination of employment, all Portage County property will be returned to the County immediately.

Department heads/supervisors should monitor teleworking employee's work, performance and accountability on a continuous basis. Approval for an employee to telework may be discontinued at any time. Teleworking employees must comply with all existing Portage County policies and procedures. Failure to abide by the telework policy, or any other policies while teleworking, may subject an employee to disciplinary action, up to and including termination.