

Clark County, Wisconsin
Title: Telecommuting Policy

Title: Telecommuting Policy	Effective Date: June 12, 2020
	Adoption/Revision Date: June 12, 2020
Custodian: Personnel Manager	Approving Body: Personnel Committee

1. Authority

- a. Wis. Stat. 59.02, 59.03, and 59.51
- b. General Technology Policy

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 17-6-20
- b. Other Resolution/Ordinance/Motion: N/A

3. Purpose

- a. To establish a policy and procedures to allow certain Clark County employees to telecommute.

4. Scope

- a. This policy applies to all Clark County personnel and departments/offices of Clark County. In the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.

5. Policy Overview

- a. This policy defines the eligibility requirements and expectations for an employee to telecommute.

6. Definitions

- a. The terms below shall have the following meanings:
 - i. Telecommuting means the practice of technology-assisted work conducted outside of a centrally located work space (including but not limited to work undertaken in a location other than the employer's worksite, outside calls, etc.).
 - ii. Centralized work site means the Clark County worksite where the employee typically works if the employee did not telecommute.

7. Policy

- a. Clark County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. The County strives to be flexible in our approach to work styles and location. Clark County offers employees the ability to perform certain job duties away from the central work site. A primary consideration for a telecommuting employee is the ability to monitor work from a remote location. Other than occasional work off-site such as work done while traveling on County time, a telecommuting agreement must be in place in order for any work to be done outside a Clark County worksite.
- b. Telecommuting benefits Clark County with recruitment, employee retention, increased productivity, reduced office space and overhead costs, improved morale, and decreased absenteeism. The employee benefits include reduced travel time and costs and flexible work schedules.

8. Eligibility

- a. The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department head's discretion.

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- b. Departments evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:
 - i. The employee's duties can be fulfilled within the telecommuting structure.
 - ii. Telecommuting fits with the needs of the department.
 - iii. Telecommuting provides for space savings or increased productivity.
 - iv. The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
 - v. The department can maintain quality of service for clients, employees, and members of the community.
- c. Generally, requests to telecommute should not be considered when:
 - i. The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
 - ii. The employee does not have the required equipment or technology available to allow for telecommuting.
 - iii. The employee's current job duties require frequent supervision, direction or input from others who are onsite.
 - iv. The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.

9. Request Process

- a. An employee requesting a telecommuting arrangement should complete the attached Telecommuting Request Form set forth in Attachment A.
- b. The employee's direct supervisor and/or department head must review and approve the request prior to the employee telecommuting.
- c. Requests (approved or denied) must be sent to the Personnel Department within 24 hours of approval. Requests will be filed in the employee's personnel file.
- d. Telecommuting requests must be renewed annually.

10. Expectations

- a. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.
- b. Employees who telecommute must comply with all Clark County plans/orders, policies, and department work rules (if applicable) as well as conditions set forth in this policy and the Telecommuting Request Form.
- c. Employees who telecommute are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments remotely.
- d. Employees who are telecommuting shall track and report work hours and breaks and any other information required by the employee's direct supervisor and/or department head. Reports shall be provided to the employee's direct supervisor and/or department head weekly.
- e. Meetings with clients and or visitors conducting business with Clark County will not be held in the employee's telecommuting location.
- f. The county reserves the right to terminate telecommuting at any time.**
- g. An employee's failure to comply with any requirements set forth in this policy,

referenced policies, and exhibits may result in telecommuting privileges being modified or terminated.

11. Resources and Requirements

- a. Before telecommuting will be approved, the employee shall ensure the resources, technology, and capabilities stated on the Telecommuting Request Form are available and will be maintained during the duration of the telecommuting.
- b. Employees telecommuting must have a safe and ergonomically correct workspace in order to telecommute.
- c. Employees will work at the designated locations as stated on the request form.
- d. Employees must provide internet access at their own expense.
- e. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- f. All equipment provided by Clark County will remain the property of Clark County and is subject to the same business use restrictions as if located at the organization's on-site work location.
- g. The telecommuter agrees to take appropriate action to protect the items from damage or theft.
- h. All Clark County property (i.e. equipment and data) will be returned to the County upon the termination of any telecommuting agreement.

12. HIPAA/Protected Health Information

- a. Employees in a telecommuting arrangement must comply with all Clark County policies and procedures concerning the handling of protected health information as well as use of computers, internet and email.
- b. It is expected employees fully review and are familiar with these policies.
- c. Employees will limit consumer specific information in their possession outside of County offices to the minimum amount necessary to perform their duties.
- d. The telecommuter's signed Clark County Employee Handbook and Administrative Manual, Confidentiality and Ethics Agreement, Information Technology Policies, and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting.

13. Liability

- a. The County will not be liable for damages to the employee's property resulting from participation in telecommuting. The County may seek reimbursement from employee for any damage to County property.
- b. Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Clark County's workers' compensation policy.
- c. Telecommuting employees are responsible for notifying the employer of such injuries or illness as required in the Clark County Employee Handbook and Administrative Manual.
- d. The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors conducting business with Clark County at the employee's telecommuting location.
- e. By participating in the telecommuting arrangement, the employee agrees to

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hold the County harmless against any and all claims including injuries to others at the telecommuting location.

14. Attachments

- a. Attachment A – Telecommuting Request Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
June 12, 2020	New policy	Resolution 17-6-20

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Note: This request form must be fully completed and the stated conditions for telecommuting must be agreed to by the employee and supervisor (if applicable) and are subject to department head approval. This request is subject to immediate termination at the discretion of the county at any time.

Date of request: _____

Name: _____

Department: _____

Reason for the request: _____

My position is: Salary ☐ Hourly ☐

My telecommuting arrangements will begin on (effective date): _____ and
end on _____ (agreement shall not exceed twelve (12) months).

I will work at the following location(s): _____

***Note: Specific locations must be listed**

I will telecommute _____ days per week or _____ hours per week.

My specific weekly schedule will be: _____

My telecommuting work hours will be from _____ AM to _____ PM.

I can be contacted by the following phone number _____
☐ County provided cell phone ☐ Personal phone number

I will be using a: ☐ County provided computer Computer Name: _____

***Note: Use of a personal computer is prohibited.**

I have and will maintain the necessary equipment, technology, and internet set forth in Clark County's
Telecommuting Policy. My internet provider is _____.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with
my supervisor and/or department head. (Attach additional duties if applicable).

If technical support is needed for county provided equipment, please call the Clark County IT Helpdesk 715-743-
6683 or helpdesk@co.clark.wi.us. Clark County IT Helpdesk will not be able to support your personal computer or
personal network/wireless/Internet.

By submitting this request, I have reviewed, understand, and agree to the provisions in the Telecommuting Policy,
other applicable County policies, and all conditions on this form.

Employee Signature: _____ Date: _____

Supervisor Action (if applicable): ☐ Approve ☐ Deny

Supervisor Signature: _____ Date: _____

Department Head Action: ☐ Approve ☐ Deny

Department Head Signature: _____ Date: _____

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Telecommuting Conditions

1. Employee shall not use any County provided equipment for private purposes, including, but not limited, to allowing family members or friends use or access the equipment.
2. By using County equipment or software, employee agrees to follow all software-licensing provisions agreed upon by Clark County.
3. The County may recover the cost for any County provided equipment if damaged or destroyed.
4. The County is not responsible for private property used, lost, damaged, or destroyed.
5. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for telecommuting location.
6. Employees may, at the discretion of their department head, be called to work at their centralized work site on their regular telecommute day during their regular work hours to meet workload requirements. This agreement may be terminated at any time.
7. The minimum technological resources and equipment is required to telecommute:
 - a. County provided computer or laptop.
 - b. Updated Windows software (i.e. Windows Pro 10 or Home).
 - c. User access to computer or laptop is password protected and active.
 - d. Internet router is secured with password protection and default admin password has been changed.
 - e. Minimum of 15 Mbps internet connection with at least 10 Mbps of stable internet connection.
 - f. Clark County VAPP access (<https://vapp.co.clark.wi.us/RDweb>) to remote desktop connection within County network. Employees must know the Clark County computer name to use VAPP. VAPP must be accessed using Internet Explorer only.
8. The following technological resources and equipment are **not** permitted:
 - a. Chromebooks or chrome OS devices.
 - b. Apple devices.
 - c. Computers or laptops that are infected or "hacked" devices on the same network, such as rooted Roku boxes or similar devices.
 - d. Satellite internet or limited data connections.
9. Employees shall have no expectation of privacy when using County equipment and/or systems and employee's use and access may be monitored.
10. Employees shall not save documents or data on any external, mobile, or removable drives without the express written permission from the Information Technology.
11. Employees who are working with confidential, protected, or privileged information shall restrict access to such information (i.e. working in private room).
12. Clark County IT reserves the right to waive any minimum technological resource and/or equipment for employee telecommuting.
13. Clark County IT reserves the right to terminate an employee's telecommuting if the employee does not have the necessary equipment, technology, and internet as set forth in Clark County's Telecommuting Policy.