WAUPACA COUNTY
Emergency Interim Telework Policy

The Purpose of the Emergency Interim Telework Policy is to permit Waupaca County employees the ability to work from home as a result of COVID-19 to protect their personal health and that of the public.

The determination of whether an employee and/or position is approved to telework is made on a case-by-case basis with the intent to ensure fair and equal treatment of all department employees. All telework arrangements shall require approval of the employee’s Department Head or designee.

TELEWORK ASSIGNMENT: The Department Head shall evaluate whether an employee and the employee’s position are suitable for telework based on essential functions of the position, the needs of the department, staffing levels within the department, security of the county’s technology infrastructure, and the overall safety of the employee(s).

1. Employees who telework shall comply with all Waupaca County Personnel Policies and Procedures, Information Technology Policies, and department policies, procedures, and work rules.

2. Employees who telecommute are expected to maintain regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person as required by the Department Head or designee. Employees desiring an alternate work schedule due for purposes related to COVID-19 must get prior approval from their Department Head or direct supervisor. Prior approval of an alternate work schedule does not guarantee it will continue.

3. Telework is not intended to permit staff to have time to provide dependent care during work hours, work at other jobs, or run their own businesses.

4. Meetings with clients and or visitors conducting business with Waupaca County shall not be held in the employee’s telework location.

5. Employees who commute from their interim Telework location to their regular place of work (i.e. Courthouse) periodically for work purposes are not eligible for mileage reimbursement.

6. Telework arrangements shall be reviewed periodically for any modifications or adjustment needed in light of the circumstances regarding COVID-19. Waupaca County reserves the right to revoke an employee’s telework arrangement at any time.

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COMPUTERS, EQUIPMENT AND OFFICE SUPPLIES: Department Heads or direct supervisors shall work with the Information Technology (IT) Department to determine the appropriate computer or equipment needs, including network access for each telework arrangement on a case-by-case basis. The IT Department reserves the right to determine which equipment assignments best meet the needs of the user and will determine which assignments have priority. VPN Access is being limited to emergency access only.

1. County issued equipment and supplies to be used in telework status shall be subject to the same business use restrictions as if located at the County’s on-site location.

2. Employees who telework shall use only County owned and issued Equipment. (Personal computers and equipment, i.e. printers, monitors, scanners, Flash/ZIP/Thumb drives, external hard drives, etc. are prohibited for telework employees). Personal Equipment and/or software should not be connected to, or installed on County owned technology equipment.

3. Employees who telework shall use a County issued phone as permitted by the employee’s department head. Personal phones may be used but are subject to Department Head review as to how to properly manage phone calls and voicemails and to protect the employee’s identity. Department Heads should consult with IT when making approvals for non-county issued equipment. **This is highly important**

4. All items will remain the property of Waupaca County and must be returned to the County in good working condition upon request.

5. County Owned Hardware and Software is not to be used for personal use, and software may not be copied to other computers.

6. Employees who telework shall provide appropriate internet access at their own expense.

7. Waupaca County shall not be responsible for operating costs, office furniture such as desk, standing work stations or chairs, home maintenance, or any other incidental costs associated with the use of the employee’s home for a telework location.

8. Employees who telecommute shall have a safe and ergonomically correct workspace in order to telework. Employees shall work at a designated, secured location within their home. The space shall be free from noise, interruptions and distractions (Including family members, friends or visitors) to the best degree possible.

9. The IT Department will not provide home or telework site visits. When needed, the employee shall follow the standard IT helpdesk protocol. The IT Department shall trouble shoot remotely and the telecommuting employee may be required to bring their equipment to the Waupaca County Courthouse for service.

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10. Department Head or designee shall approve issuing of necessary office supplies such as pens, notepads, etc.

Protected Health Information (PHI): Employees who telework shall comply with all Waupaca County policies and procedures concerning the handling of PHI, as well as use of computers, internet and email.

Injuries: Injuries sustained by the employee while at his or her telework work location and in conjunction with his or her regular work duties would typically be covered under Waupaca County’s workers’ compensation policy; however, they may be subject to further investigation as necessary. Telecommuting employees are responsible for notifying the employer of all injuries within 24 hours.