



SECTION: EMPLOYEE RELATIONS
TOPIC: TELECOMMUTING
DATE: APRIL 2021

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: TELECOMMUTING

1.0 Policy Statement

Under Dane County Ordinance 18.24(6) and the Employee Benefit Handbook section “Management Rights,” the County manages its affairs in accordance with its responsibilities and powers or authority which the County has not officially abridged, delegated, or modified through an Employee Benefit Handbook. This right to manage includes, but is not limited to the right to plan, direct and control the operation of the work force, the right to introduce new or improved methods of operation, and the right to determine and uniformly enforce minimum standards of performance.

Telecommuting allows employees to work remotely for all or part of their workweek. Dane County considers telecommuting to be a viable, flexible option when both the employee and the job are suited to such an arrangement. Dane County will permit telecommuting as provided by this policy when it benefits the productivity of the employee and their department and if determined by employee’s department that telecommuting is not detrimental to either the County or the employee.

This is a transitional policy that the Department of Administration will review in 2022.

2.0 Telecommuting Standard and Guidelines

- 2.1 The employee’s telecommuting arrangement must not create any additional safety, workload or liability concerns for the employee or the County, and it shall not reduce or limit services to the public.
- 2.2 The duties, obligations, responsibilities and standards of performance of an employee are unchanged when telecommuting.
- 2.3 The employee’s direct supervisor makes the initial determination of the employee’s eligibility for a telecommuting agreement. Supervisors should review these agreements once every year.
- 2.4 The Department Head must approve all telecommuting agreements and schedules. No telecommuting agreement may last for longer than one year. If a telecommuting schedule is not renewed, it is considered terminated.
- 2.5 Departments are encouraged to review an employee’s telecommuting agreement at the same time as the Department conducts the employee’s Annual Performance Evaluation. Departments are encouraged to submit these documents to Employee Relations at the same time.
- 2.6 An employee approved to telecommute must sign and consent to the Dane County Telecommuting Agreement to participate.
- 2.7 A telecommuting employee must agree to continue to comply with all applicable workplace policies and procedures, including but not limited to, Dane County Civil Service Employee Work



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Rules, Administrative Practices Manual policies, and safety, technology, confidentiality, and payroll policies.

- 2.8 Employees shall identify their telecommuting work location. The employee must be available by telephone and email during scheduled work hours. Departments may establish additional conditions regarding communication (e.g. being logged into Skype for Business/Lync during work hours or documenting work hours and appointments on an outlook calendar).
- 2.9 Management must be able to verify the hours worked by an employee. The employee must maintain a normal workload and keep an accurate accounting of what they work on while telecommuting.
- 2.10 While telecommuting, employees are expected to continue reporting their time consistent with their Department's established policy. Any overtime must be approved in advance. If an employee experiences technical difficulties that cannot be immediately resolved, then the employee must report in person to work or seek approval to use benefit time. Technical difficulties must be reported to their supervisor and the employee must reach out to the Help Desk.
- 2.11 While telecommuting, employees must follow all applicable procedures for requesting and using time off from work (including, but not limited to, vacation, sick leave, holiday, wellness, FMLA).
- 2.12 Scheduled work time shall not be used to provide dependent care.
- 2.13 An employee may, at the discretion of their immediate supervisor, be called to work at their worksite on their regular telecommute day, during their regular work hours to meet workload requirements or demands.
- 2.14 Telecommuting equipment and services expenses (such as an additional telephone line or software) must be approved in advance by an employee's supervisor. Expenses will be paid or reimbursed only for pre-approved equipment or services and only for the period of telecommuting. It is expected that employees have reliable internet in order to participate in telecommuting.
- 2.15 Dane County property such as computers, printers and other equipment loaned to an employee remains the property of the County during the duration of a Telecommuting Agreement and must be returned upon termination of the agreement.

3.0 Telecommuting Agreement and Documentation

- 3.1 Approved individuals will be required to sign and consent to Dane County's Telecommuting Agreement.
- 3.2 A signed version of the Telecommuting Agreement shall be sent to Employee Relations.
- 3.3 Telecommuting is not a benefit and it in no way changes the terms and conditions of employment.
- 3.4 Telecommuting is not an alternative work schedule.



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ADMINISTRATIVE PRACTICES MANUAL

- 3.5 A Telecommuting Agreement may be terminated by an employee's department at any time for any business-related reason. Under the "Management Rights" clauses of the various Employee Benefit Handbooks, any decision to approve, deny, or discontinue a telecommuting agreement is not discipline and is not subject to the grievance process.
- 3.6 Telecommuting is a management decision. Telecommuting is not a current or existing benefit or a condition of employment and is not subject to the grievance process.
- 3.7 Departments may adopt different conditions for newly hired employees on probation or employees who are on a trial period.

4.0 Miscellaneous Liability Issues

- 4.1 Employees shall ensure confidentiality of their work product.
- 4.2 Employees shall maintain a safe work space. If the employee is injured on the job, even if the injury occurs while telecommuting, the employee must call Dane County's Worker's Compensation paperless intake system at 888-515-1563.
- 4.3 Employees are responsible for identifying any tax or legal implications associated with telecommuting.
- 4.4 Dane County will provide supplies as determined to be necessary by the department.

END OF POLICY