

AGENDA

Eau Claire County

Committee on Human Resources

Date: Friday, August 14, 2020

Time: 8:30 a.m.

Location: Remote Meeting via Webex Events

Dial In: 1-415-655-0001

Access Code: 145 506 1106

**please remain muted when not speaking*

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. July 10, 2020
 - b. July 13, 2020
5. General Director Updates – **Discussion**
6. Quarterly Reports – **Discussion**
7. Difference Card Review – **Discussion**
8. Policy 101 – Recruitment and Selection Updates – **Discussion/Action**
9. Policy 823 – Telecommuting Policy Updates – **Discussion/Action**
10. Adjourn

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6945 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

MINUTES

Eau Claire County

Committee on Human Resources

Date: Friday, July 10, 2020

Time: 8:30 a.m.

Location: Remote Meeting via Webex Events

Present: Mark Beckfield, Stella Pagonis, Katherine Schneider, Judy Gatlin

Absent: Kevin Stelljes

Others: Amy Sires – Human Resources, Jessica Rubin – Human Resources Director, Kathryn Schauf – County Administrator, Katelynn Eslinger – Human Resources, Norb Kirk – Director of Finance, Sara Bronstad – Human Resources, Tim Sullivan – Corporation Counsel, Samantha Kraegenbrink - Administration

Public: Nick Smiar, County Board Supervisor, other public present

Chair Smiar called the meeting to order at 8:30 a.m. and confirmed the meeting notice.

Verbal roll call was taken and reflected above under *present*.

The committee reviewed the meeting minutes from June 12, 2020. Supervisor Schneider motioned to approve the minutes as presented; Supervisor Gatlin seconded the motion. Minutes approved.

The committee discussed File No. 20-21/041: Resolution authorizing to abolish one (1.0 FTE) Administrative Specialist III and to create one (1.0 FTE) Assistant to the County Administrator. Pagonis motions to remove item from agenda and incorporate into the 2021 budget. Supervisor Beckfield withdraws File No. 20-21/041, 20-21/042, and 20-21/043 with no objections.

Jessica Rubin provided detail on File No. 20-21/008: Ordinance amending section 3.10.001, 3.10.010 and 3.10.040; creating section 3.10.002; abolishing 3.10.020 of the code: Equal Employment Opportunity and Affirmative Action. Supervisor Beckfield withdraws File 20-21/008 with no objections.

Tim Sullivan has reviewed Policy 101 – Recruitment and Selection as requested in a prior meeting of this committee. Tim has advised of changes which have been incorporated. Motion by Supervisor Pagonis. Further discussion took place and Supervisor Pagonis withdraws motion, Supervisor Beckfield asks the policy is tabled until a future meeting.

Tim Sullivan has reviewed Policy 705 – Harassment and Discrimination as requested in a prior meeting of this committee. Tim has advised of changes which have been incorporated. Supervisor Schneider

requests to amend the policy to include "Board of Supervisors". Tim Sullivan advised that this refers to the employee policy manual, and Supervisors are elected officials. Requests that the word "unlawful" removed in its entirety as well as "physical or mental" before the word disability. Motion by Supervisor Gatlin to approve with changes; seconded by Supervisor Schneider. All in favor, policy with changes is approved.

Amy Sires provided an updated on the RFP for Health Insurance. Monday, July 6, 2020 was the deadline. 2 proposals were presented however after further review from Purchasing Manager, Greg Bowe, the proposal from the carrier in Florida did not provide the necessary information to complete the proposal. Amy further explained our current plan with the inclusion of the Difference Card.

Chair Beckfield requested to move into closed session pursuant of 19.85(1)(e) RE: Related to competitive or bargaining reasons for contract negotiations. Motion by Supervisor Gatlin; seconded by Supervisor Pagonis. The webex meeting was locked at 9:45 a.m.

The committee moved into open session at 10:01 a.m. and the webex meeting was unlocked at 10:01 a.m. Present: Stella Pagonis, Judy Gatlin, Mark Beckfield, Katherine Schneider.

Supervisor Beckfield adjourned the meeting at 10:02 a.m. The next meeting is a special meeting on July 13, 2020 at 3:00 p.m.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Samantha Kraegenbrink". The signature is written in a cursive style with a large initial 'S'.

Samantha Kraegenbrink – Administrative Specialist III

MINUTES

Eau Claire County

Committee on Human Resources

Date: Monday, July 13, 2020

Time: 3:00 p.m.

Location: Remote Meeting via Webex Events

Present: Mark Beckfield, Katherine Schneider, Kevin Stelljes, Judy Gatlin, Stella Pagonis

Others: Katelynn Eslinger – Human Resources, Samantha Kraegenbrink – Administration, Jessica Rubin – Human Resources, Sara Bronstad – Human Resources

Chair Beckfield called the meeting to order at 3:01 p.m. and confirmed meeting notice.

Verbal roll call was taken and is listed above under *present*.

No members of the public were present, and no comments submitted to the clerk.

Jessica Rubin advised that Benefits Administrator has taken a new position and is proposing File No. 20-21/047: Resolution - To approve the reclassification of the Benefits Administrator position to an HR/Benefits Coordinator position – resulting in a lower grade placement. The committee discussed the resolution. Motion by Supervisor Pagonis to approve the resolution; seconded by Supervisor Schneider. Vote 3-2, yes (Pagonis, Beckfield, Schneider) no (Stelljes, Gatlin.)

Supervisor Beckfield motioned to adjourn at 3:39 p.m.

Respectfully submitted by,



Samantha Kraegenbrink – Administrative Specialist III

Prepared by: Samantha Kraegenbrink

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POLICY 101 RECRUITMENT & SELECTION

1. **Purpose.** To provide a recruitment and selection process for all regular and temporary positions. The County observes all equal employment opportunity laws and regulations and the Eau Claire County Affirmative Action Plan in all of its recruitment and selection efforts. The selection process will include an evaluation of the applicant's relative abilities, skills, knowledge, and experience.

2. Vacancies.
 - 2.1 When the County determines that a vacancy or new position will be filled, the County will normally notice the vacancy or new position electronically. In departments where employees do not have ready-access to e-mail, such as Highway, a paper notice of vacancy or new position will be provided. Job openings will normally be noticed for a minimum of five (5) working days. The notice may include such information as required qualifications, the date the position is to be filled, rate of pay, benefits, and the current job description for the position. The County retains the right to determine whether and when to recruit outside applicants.

3. Interview.
 - 3.1 In most cases, employees who meet the minimum qualifications for the position and who provide the required information will normally be given the opportunity to interview for the opening. Employees who interview for a position will be notified of selection outcome.

4. Background Checks.
 - 4.1 Background check requirements for each position are listed in the respective job description and in the application for that vacancy. Requirements may depend on state and federal statute and applicable regulations.
 - 4.1.1 Background checks are required dependent on the duties of the position and may include, but are not limited to, national and local criminal history review by name and or fingerprint, caregiver background check, professional reference and employment verification, education verification, character inquiries, credit check and driving records.
 - 4.1.2 Background checks are reviewed by HR and passed or failed based on all information available and whether arrests, convictions, or pending charges are substantially related to the responsibilities of the position.

POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 2013⁹

Eau Claire County
Employee Policy Manual

4.1.3 Offers of employment and continued employment are conditional on the results of background checks. Eau Claire County follows FCRA Adverse Action procedures.

4.2 Certain positions require ongoing criminal background checks based on timelines established by the State.

4.3 Active employees are required to notify HR in the event of a change to their criminal history.

4.4 All background check information is stored in a confidential file separate from personnel files or other recruitment files. These files are destroyed following the County's retention guidelines. In most cases, information obtained in the background check, is reviewed by HR exclusively.

4-5. Pre-Employment Testing.

4-5.1 HR makes recommendations with regard to the structure of pre-employment selection tests. In order to ensure that all pre-employment tests are work-related and non-discriminatory in nature, HR will administer, or make the decision to delegate, the testing process.

5-6. Eligibility List.

5-6.1 Eligibility lists will be administered for law enforcement positions who have defined qualifications based upon the Law Enforcement Standards Board §§165.85(4)(c) and 66.0501(1) Wis. Stats. and §§LES 2.01 and 2.02, Wis. Admin. Code.

5-6.2 A comprehensive, validated written examination approved for use by the committee will be administered along with an oral interview.

5-2-16.2.1 The interview panel will evaluate each candidate on established job-related criteria.

5-2-26.2.2 Each interviewed candidate will be given a point score by the interview panel

5-2-36.2.3 Following completion of all assessments, a numerical weighted rating will be applied to each candidate equaling 100 percent.

5-3-6.3 Eligibility lists will be established for the following positions based upon this schedule or as approved by the director.

5-3-16.3.1 Biannually for Correctional Officer

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POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 2013⁹

Eau Claire County
Employee Policy Manual

~~5.3.1.16.3.1.1~~ The list will be effective for six months from date scoring process is completed

~~5.3.26.3.2~~ Annually for Protective Sergeant and Deputy Sheriff

~~5.3.2.16.3.2.1~~ The list will be effective for one year from date scoring process is completed

~~5.3.36.3.3~~ As needed for Civilian Sergeant

~~5.3.3.16.3.3.1~~ The list will be effective for one year from date scoring process is completed

~~5.46.4~~ Rated candidates will be placed alphabetically on the eligibility list and hiring from the list will occur as position vacancies take place.

~~6.7.~~ Hiring.

~~6.17.1~~ With the exception of Department Head and County Administrator positions, all recommendations for hire are subject to the review and approval of the director.

POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 2013~~9~~

Eau Claire County
Employee Policy Manual

POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 201~~3~~9

Eau Claire County
Employee Policy Manual

POLICY 823 TELECOMMUTING

1. **Policy.** Eau Claire County is committed to creating a work environment and culture where the needs of our ~~clients~~citizens, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Eau Claire County offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working a set schedule from a remote work area. Occasional work off-site, including work while traveling on County business, does not constitute telecommuting.
2. Eligibility
 - 2.1 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 level with approval from the director.
 - 2.2 Departments evaluate whether ~~a position is suitable for~~ telecommuting is suitable based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when all of the following apply:
 - 2.2.1 The employee's duties can be fulfilled within the telecommuting structure.
 - 2.2.2 Telecommuting fits with the needs of the department.
 - 2.2.3 Telecommuting provides for space savings or increased productivity.
 - 2.2.4 The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
 - 2.2.5 The department can maintain quality of service for clients, employees, and members of the community.
 - 2.3 Generally, requests to telecommute should not be considered when any of the following apply:
 - 2.3.1 The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
 - 2.3.2 The employee's current job duties require frequent supervision, direction or input from others who are onsite and where electronic methods of direction would not be sufficient.

POLICY 823 TELECOMMUTING

Effective Date: December 2016

Revised Date:

Eau Claire County
Employee Policy Manual

- 2.3.3 The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.
- 2.3.4 The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
- 2.3.5 The employee has a documented attendance problem.
- 2.3.6 The employee has less than six months of service with Eau Claire County.

3. Request Process

3.1 An employee requesting a telecommuting arrangement should complete a an electronic Telecommuting Request (Appendix 823-A-) and Telecommuting Agreement (Appendix 823-B).

3.2 The employee's direct supervisor and/or department head must review and approve the request prior to the review and approval of the director.

3.2.3 In the event of an emergency or temporary remote work arrangement, such as weather, pandemic, or office space construction, the department head may direct an employee to telecommute outside the standard request process. All other sections of this policy do still apply in an emergency or temporary arrangement.

4. Expectations

4.1 Failure to comply with expectations may result in remote work arrangements being modified or terminated, or disciplinary action up to and including termination of employment.

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

4.2.1 Employees are expected to make and maintain dependent care arrangements while working onsite or remotely. Situations where employees may need to provide intermittent dependent care during work hours shall not be counted as worked time.

4.2.3 Employees who telecommute must comply with all Eau Claire County policies and department work rules.

POLICY 823 TELECOMMUTING

Effective Date: December 2016

Revised Date:

Eau Claire County
Employee Policy Manual

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4.34.4 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 in person as necessary.

4.44.5 Non-exempt employees who telecommute are required ~~to obtain telecommuting approval from the department head and Human Resources Director, to accurately report their work all hours worked and take required rest breaks and meal periods. Any hours in excess of an employee's standard schedule must be approved in advance by the supervisor.~~

Commented [SB1]: Clear enough in the required appendices

4.54.6 Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.

4.64.7 Employees must provide broad-band internet access at their own expense.

4.74.8 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.

4.9 ~~In-person~~ meetings with clients and or visitors conducting business with Eau Claire County will not be held in the employee's telecommuting location.

4.84.10 In the event circumstances such as illness, power failure or equipment failure prohibit an employee working remotely from performing work duties while at the remote worksite, the employee shall immediately contact their supervisor for further instructions. These instructions may include requiring the employee to report to the office or other.

5. HIPAA/Protected Health Information

5.1 Employees in a telecommuting arrangement must comply with all Eau Claire County policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet and email.

5.2 It is expected employees fully review and are familiar with these policies.

5.3 Employees will limit consumer specific information in their possession outside of County offices to that necessary to perform their duties.

5.4 The telecommuter's signed Eau Claire County Employee Policy Manual, Confidentiality and Ethics Agreement, and any other applicable computer,

POLICY 823 TELECOMMUTING

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Eau Claire County
Employee Policy Manual

network, and telecommunication laws, rules and permissions remain in full effect while telecommuting.

6. Travel Expenses

6.1 A telecommuter is entitled to mileage reimbursement as indicated by the Internal Revenue Service:

- 6.1.1** The first one-way trip of the day from home to another location for the purpose of paid employment is not reimbursable as a work expense and is considered the responsibility of the telecommuter.
- 6.1.2** This rule also applies to the last trip of the day from another location for the purpose of work to the home.
- 6.1.3** In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's onsite work location and the employee's home, the employee will be reimbursed for the difference. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home, this mileage would not be reimbursable.

7. Location

7.1 Employees telecommuting must have a safe and ergonomically correct workspace in order to telecommute.

7.2 Employees must have a quiet, distraction-free working space that allows for full attention on job duties during working hours.

7.2.3 Employees may request a representative of Eau Claire County to conduct a virtual visit of their telecommuting worksite to conduct an ergonomic assessment and inspect for possible work hazards.

7.3.1 Employees are encouraged to conduct an ergonomic self-evaluation of their telecommuting location by using Appendix 823 - C.

7.3.2 If a virtual ergonomic assessment is not requested, Eau Claire County assumes the employee is working in an ergonomically correct manner in a space free of work hazards.

~~7.2.1~~

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POLICY 823 TELECOMMUTING

Effective Date: December 2016

Revised Date:

Eau Claire County
Employee Policy Manual

~~7.37.4~~ Employees will work at a designated location as outlined in their telecommuting request.

8. Equipment

8.1 Departments will work with the Information Systems department to determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis.

8.2 All equipment provided by Eau Claire County will remain the property of Eau Claire County and is subject to the same business use restrictions as if located at the organization's on-site work location.

8.3 The telecommuter ~~will sign an inventory of all office property and~~ agrees to take appropriate action to protect ~~the county property and equipment items~~ from damage or theft.

Commented [SB2]: We have a list in the agreement of items, but not sure it's really an inventory. I think broadening this section covers more

8.4 The County is not responsible for costs associated with the setup of the telecommuter's remote office space, such as remodeling, furniture or lighting, nor for repairs or modifications to the remote office space.

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~~8.48.5~~ Upon termination of ~~the telecommuting agreement or termination of~~ employment, all Eau Claire County property will be returned to the County.

9. Liability

9.1 The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program.

~~9.2 A designated representative of Eau Claire County will visit the employee's telecommuting worksite to conduct an ergonomic assessment and inspect for possible work hazards. Repeat inspections will occur on an as-needed basis.~~

~~9.39.2~~ 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 Eau Claire County's workers' compensation policy.

~~9.49.3~~ Telecommuting employees are responsible for notifying the employer of such injuries in accordance with Eau Claire County Policy 715 Injuries ~~or~~ Illnesses.

~~9.59.4~~ The employee is liable for any injuries sustained by visitors to ~~his or her~~ ~~the~~ telecommuting work location. Employees will not meet with clients ~~and/or~~

POLICY 823 TELECOMMUTING

Effective Date: December 2016

Revised Date:

Eau Claire County
Employee Policy Manual

visitors conducting business with Eau Claire County at the employee's telecommuting location.

9-5-19.4.1 By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location.

10. Telecommuting Agreement

10.1 An agreement between the telecommuting employee and the department is required, and will be placed in the employee's personnel file.

10.2 The telecommuting agreement may be modified or terminated any time, with appropriate notice.

10.3 Normally, at minimum, a two-week notice should be provided whenever possible in advance of ending or changing the agreement.

10.4 In all cases, telecommuting agreements must be renewed annually.

11. Appendices.

11.1 Telecommuting Request Form (Appendix 823-A)

11.2 Telecommuting Agreement Form (Appendix 823-B)

11.3 Office Ergonomic Self Evaluation Guide (Appendix 823-C)

POLICY 823 TELECOMMUTING

Effective Date: December 2016

Revised Date:

Eau Claire County
Employee Policy Manual

APPENDIX 823 - A

TELECOMMUTING REQUEST FORM



THIS FORM IS TO BE COMPLETED BY THE EMPLOYEE REQUESTING TO TELECOMMUTE.

Employee Name: Work Phone Number:
Job Title: Home Work Cell Phone Number:
Department: Personal Cell Phone Number:
Supervisor: Work Email Address:

PROPOSED LOCATION/SCHEDULE:

- 1. My position is: Exempt Non-Exempt
2. Requested telecommuting location address:
3. Telecommuting Days: MON TUE WED THU FRI VARIABLE:
4. How many days per month do you expect to telecommute? days
5. Telecommuting Day Schedule: Start: a.m. p.m. End: a.m. p.m.
a. If this in a non-exempt employee: meal break will be from a.m./p.m. to a.m./p.m.
6. Internet Provider:
7. From remote work location, go to https://www.megapath.com/speedtestplus/ run test and enter results below
Download: Upload: Latency: JITTER:
IP:
a:
6. What hours could you be reached at the telecommuting location: to

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TASKS (WHAT ESSENTIAL FUNCTIONS OR TASKS WILL YOU BE COMPLETING WHILE TELECOMMUTING?)

Table with 5 rows for listing tasks.

Do you have a County Issued laptop? Yes No
If yes, you may skip to the Equipment section.

SOFTWARE (WHAT APPLICATIONS DO YOU NEED ACCESS TO AT YOUR TELECOMMUTING LOCATION TO PERFORM WORK DUTIES) IF YOU HAVE A COUNTY ISSUED LAPTOP, YOU DO NOT NEED TO COMPLETE THIS SECTION.

Table with 4 rows for listing software applications.

5. _____

EQUIPMENT:

Place a check by the following equipment or services that you will need to telecommute. For each item needed, please indicate whether you plan on providing to provide the equipment.

ITEM	NEED TO ED ACCESS FOR JOB DUTIES	CURRENTLY HAVE ACCESS TO AT TELECOMMUTING LOCATION?		For Department
		YES COUNTY	NO PERSONAL	Head or IS Use APPROVED
Second Telephone Line or broadband? (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Answering Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential Voicemail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer virus protection and/or personal firewall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jabber Instant Messenger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modem or MiFi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access to County Network (VPN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Commented [SB1]: In what circumstance would someone need a second telephone line? Is this "second broadband", or should this be separated?

Commented [SB2]: Do all county computers have this?

Commented [SB3]: What is this?

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Commented [SB4]: This would be listed in software if someone isn't using a county computer

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Commented [SB5]: This would be listed in software if someone isn't using a county computer

A signature below means the county equipment marked as approved has been provided to me for use. All equipment remains the property of Eau Claire County and must be returned at the end of the remote work arrangement.

Employee's Signature: _____ Date: _____

SUPERVISORS AND DEPARTMENT HEADS MUST COMPLETE THIS SECTION:

	YES	NO
Are the job duties to be performed conducive for telecommuting?	<input type="checkbox"/>	<input type="checkbox"/>
Is the employee's job performance conducive for telecommuting? (consider the employee's work habits and past job performance)	<input type="checkbox"/>	<input type="checkbox"/>
Can arrangements for the equipment be made without presenting a financial hardship on the department?	<input type="checkbox"/>	<input type="checkbox"/>
Can a cost savings be realized from this telecommuting arrangement? (e.g. office space reduced) Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
Are performance metrics related to telework available upon request?	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's recommendation on telecommuting request: Approved Denied

Supervisor's Signature: _____ Date: _____

Department Head: This telecommuting request is: Approved Denied

Department Head's Signature: _____ Date: _____

If this is a non-exempt position; Human Resources Director approval is required:

Human Resources Director (non-exempt position requests): This telecommuting request is: Approved Denied

Human Resources Director's Signature: _____ Date: _____

**Please note: This request is only approved if all necessary approvers have signed this request form and a Telecommuting Agreement form (Appendix 823-B) has been completed.*

APPENDIX 823 - B

Telecommuting Agreement



NOTE: These conditions for telecommuting must be agreed to by the employee and supervisor.

Employee Name: _____

My position is: Exempt Non Exempt

Commented [SB1]: On Request Form

My telecommuting arrangement will begin on (effective date): _____ and end on _____ (agreement shall not exceed 12 months). ~~This agreement is in relation to an approved Telecommuting Request Form (Appendix 823 - A).~~

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

~~I will telecommute _____ days per week. My specific weekly schedule will be: _____~~

~~My telecommuting work hours will be from _____ a.m. to _____ p.m.~~

~~If this in a non-exempt employee: meal break will be from _____ a.m./p.m. to _____ a.m./p.m.~~

Commented [SB2]: On Request Form

I agree to call the office or my voicemail to obtain messages at least _____ times per day while working at home/remote location (or ~~agree to forward my office phone line to my telecommute~~ have access to my phone line at the remote location when I telecommute).

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Approximate voicemail message call-in times: _____

- I would like a ~~designated~~ representative of Eau Claire County to virtually visit my telecommuting location to conduct an ergonomic assessment and inspect for possible work hazards.
- I will perform my own ergonomic assessment using Appendix 823 - C and will inspect for possible work hazards.

I will be using county-owned equipment, as described on the attached Telecommuting Request Form (Appendix 823 - A), ~~at the work location shown above~~ and understand that I am responsible for said equipment, as stated in the county's Telecommuting ~~p~~Policy.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with my supervisor. (Supervisors may attach a specific written statement of job assignments and additional expectations, if desired.)

Telecommuting equipment and services expenses (such as an additional telephone line or software) must be approved in advance by your immediate supervisor. Expenses will be paid or reimbursed only for pre-approved equipment or services and only for the period of your telecommuting.

Employees who will be working with confidential county information at their home must attach information describing what strategies will be used to maintain that the information remains secure and confidential in a manner consistent with existing county policies.

~~I have attached strategies to be used to maintain that information remains secure and confidential in a manner consistent with existing county policies.~~

~~Yes, t~~This information is attached. This is not applicable to the work I will be performing.

TELECOMMUTING EQUIPMENT POLICY:

- The employee agrees not to use any Eau Claire County equipment for private purposes, nor allow family members, ~~or~~ friends, or any individual who is not employed by Eau Claire County access to that equipment.
- The employee shall promptly return all Eau Claire County-owned equipment and data documents when required by the employee's supervisor or when employment ends.
- When using Eau Claire County equipment or software, the employee agrees to follow all software licensing provisions agreed to by Eau Claire County.
- The county may pursue recovery from the employee for any county property deliberately or negligently damaged or destroyed while in employee's care, custody, ~~and~~ or control.
- The county is not responsible for private property used, lost, damaged, or destroyed.
- The ~~C~~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.
- Meetings with clients and or visitors conducting business with Eau Claire County will be held at the on-site work location.
- Measurable performance metrics related to telecommuting must be available and provided if requested.
- The employee agrees to comply with policies regarding telecommuting equipment in the T~~e~~telecommuting ~~p~~Policy.

OTHER CONDITIONS:

Employees may, at the discretion of their immediate supervisor, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements. This agreement may be terminated at any time.

APPROVAL:

By signing below, I am indicating I have read policy 823 Telecommuting and ~~we~~ agree that the telecommuting work schedule complies with Eau Claire County and agency policies and procedures, human resources guidelines, and FLSA and state regulations. I understand this telecommuting agreement may be terminated at any time by my employer.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

If this is a non-exempt employee; Human Resources Director approval is required:

Human Resources Director's Signature: _____ Date: _____