

RESOLUTION NO. 2020-75
(8/20/20)

RESOLUTION AUTHORIZING THE TELEWORK POLICY

WHEREAS, the Village of Caledonia may have a need to have employees telework or get requests from employees to telework temporarily during the COVID pandemic;

WHEREAS, the Village has drafted a Telework Policy, and is attached hereto as **Exhibit A**;

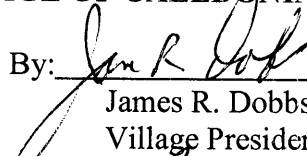
WHEREAS, as part of the Telework Policy the employee would have to complete the Telework Request Form and Agreement, and that is attached hereto as **Exhibit B**;

WHEREAS, the Personnel Committee of the Caledonia Village Board has reviewed the Telework Policy and recommends adopting the new Policy.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board the Telework Policy is effective as of August 25, 2020.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 24th day of August 2020.

VILLAGE OF CALEDONIA

By: 
James R. Dobbs
Village President

Attest: 
Karie Pope
Village Clerk

TELEWORK POLICY

All employees who engage in telework must follow these telework guidelines. Please note that teleworking and remote work arrangements are temporary and offered based upon the need for social distancing of all employees during this national health crisis. Determination for telework will be made on a case by case basis, and all employees may not be guaranteed a telework option related to type of work performed, work performance, and other factors. Any teleworking arrangement made will be on a trial basis and may be discontinued at will at the request of either the teleworker or the Village of Caledonia (the "Village"). Every effort will be made to provide two (2) weeks' notice of such change to accommodate issues that may arise from the termination of a teleworking arrangement. There may be instances, however, when no notice is possible.

A. Village Policies Remain in Effect

Employees who work remotely must continue to abide by the Village's employment policies, including its Anti-Harassment policy, timekeeping policy, and all other policies contained in the Personnel Manual. Failure to do so may result in discipline, up to and including termination.

B. Performance Expectations and Work Schedules

An employee who teleworks must meet Village of Caledonia standards of professionalism in terms of communication, job responsibilities, work output, and orientation in the public's interest. Engaging in telework does not lower or change the amount of time an employee is expected to work, and performance expectations will not change due to teleworking. Employees who telework must reach an agreement with their supervisor as to the hours they are expected to work and any other standards. Once the Village has approved a teleworking arrangement through the Teleworking Request Form and Agreement, the teleworking employee is responsible for maintaining regular contact with his or her supervisor to ensure the supervisor is kept apprised of all necessary events or information. Teleworking employees are expected to respond as soon as possible, but no later than the same workday, to any communications from their supervisor.

Teleworking is not a replacement for appropriate childcare nor is it an opportunity to do activities other than Village work during regular working hours. Unless authorized by the Village Administrator, employees may not perform telework on a flex schedule (Health Department employees follow their approved schedules). Village employees who are teleworking are expected to be working and available during all standard Village work hours. Although an employee's schedule may be modified to accommodate childcare needs during the COVID-19 crisis, the Assistant Administrator (Health Officer for Health Department) must specifically authorize such modification in advance. An employee teleworking must remain focused on job performance and meeting the needs of the Village and the community. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a trial period.

When work conditions change and employees are again able to be present in the office, telework arrangements will cease and employees will be expected to resume daily presence, unless otherwise expressly authorized in advance by the Assistant Administrator (Health Officer for Health Department).

C. Equipment and Technology Support

The Village will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each teleworking arrangement. The Village will maintain equipment supplied by the Village and it remains the property of the Village. The employee will maintain any equipment supplied by the employee. The Village accepts no responsibility for damage or repairs to employee-owned equipment. The Village reserves the right to make determinations as to appropriate equipment, subject to change at any time. The Village is not responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as teleworking alternate work locations. The employee agrees to reimburse the Village for the fair market value of the equipment if it is not returned when requested due to employee separation.

Equipment supplied by the Village is to be used for Village of Caledonia-business purposes only. **Computer and telework equipment may be accessed, and used, only by the Village employee who is performing the telework.** Employees are prohibited from allowing family members, or any other individuals, access to Village property that is being used for telework. This includes but is not limited to the Village-supplied computer laptop and any related hardware or software, Village cellular telephone, and Village records.

The Village may monitor employees' access, use and connection to the Village's electronic network(s). Any employee should have no expectation of privacy in use, content or disclosure while using Village equipment or network(s) (Health Department networks for Health Department).

D. Security

Consistent with the Village of Caledonia's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of confidential Village and personnel private information accessible from their home office. Teleworking employees are required to take steps to ensure such protection including, but not limited to the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

E. Safety

Employees are required to maintain their home workspace free from safety hazards. Village safety policies must be followed while teleworking. Injuries sustained by the employee while working in the employee's home, that are incurred in conjunction with regular work duties, are usually covered by the Village's workers' compensation policy. Telework employees are responsible for immediately notifying Human Resources of any injury incurred in the course of employment in accordance with the Village's workers' compensation procedures. The Village bears no responsibility or liability for any injuries or damages sustained by visitors to telework work site. The Village also assumes no responsibility for any activity, damages, or injury that is not directly associated with, or resulting from, the teleworking employee's performance of standard job duties.

F. Time Worked

Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked using the Village's time-keeping system. Hours worked in excess of those scheduled per day, and per workweek, require the advance approval of the teleworker's supervisor. Failure to comply with this requirement may result in the immediate termination of the teleworking agreement or in discipline. All employees are required to accurately record all working time each day, including identifying each work task performed and the amount of time spent on the task, and to provide the record to their supervisor weekly. Failure to do so may result in discipline, up to and including termination.

Created: 8/12/20

Effective: 8/25/20

Resolution: 2020-75



Village of Caledonia Telework Request Form and Agreement

Request Type: Regular
 Emergency Condition _____
 Specific Reason _____
Example: Illness, quarantine, avoiding exposure, children at home, etc.

Employee Name: _____

Department: _____

Job Title: _____

Immediate Supervisor: _____

Employee Work Phone Number: _____

My teleworking arrangement will begin on (effective date): _____
(agreement shall not exceed 2 months or the duration of the emergency condition).

I will telework _____ days per week. My specific schedule will be: _____

My teleworking hours will be from _____ a.m. to _____ p.m.

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

I agree to call my voicemail to obtain my messages at least _____ times per day while teleworking.

Approximate voicemail message call-in times: _____

.....

As a Village of Caledonia employee, I understand and agree to the following:

1. I understand teleworking is not intended to permit me to have time to work at other jobs, provide dependent care during work hours, or run a business.
2. I agree to accurately and fully report all hours worked, including time spent on emails, telephone calls, and other work activities. I understand that I am potentially subject to disciplinary action if I fail to accurately and fully report all hours worked.
3. I agree to be fully accessible on email and phone during work hours and to attend any meetings and appointments in person if required by my supervisor.
4. I will physically be at my listed teleworking location during my work hours (other than unpaid break time listed above, if applicable, or with prior approval). The Village has the right to verify I am at my teleworking location at any time during these hours.

5. I agree to abide by Village of Caledonia policies, procedures and directives covering Acceptable Use, information security, and data privacy as well as the requirements of applicable state and federal government statutes.
6. I agree to designate a remote workspace that will accommodate any equipment to be used in my work and that I will protect the workspace from any hazards that could affect the equipment. I understand that I am responsible for said equipment.
7. I agree not to allow any individual residing with me or visiting my home to access the Village's equipment or personal equipment while connected to the Village of Caledonia network (Health Department networks for Health Department employees). This includes ensuring that information displayed on a computer screen is not visible to others.
8. I agree to not print or copy at home any confidential information including files, data, or screen prints, off the Village of Caledonia network (Health Department networks for Health Department employees).
9. I will not take any printed documents containing confidential information to an alternative work location unless specifically authorized by my supervisor.
10. If working with confidential information while teleworking, I agree to discuss and follow strategies established by my supervisor or department that will be used to ensure that the information remains secure and confidential in a manner consistent with existing Village policies.
11. I agree to lock the workstation accessing the Village network (Health Department networks for Health Department employees) whenever I step away from the device and will logoff the system to end the connection when I am done with my shift.
12. In the event of equipment malfunction or theft, I agree to notify my supervisor and Racine County Information Technology Help Desk (262-636-3777) as soon as possible (Health Department employees notify supervisor and Fiscal Director and must reach a live person).
13. I agree to immediately return all Village of Caledonia owned equipment, software, products, supplies and data if I leave my employment with the Village of Caledonia or am requested to do so by my Supervisor. I agree to reimburse the Village for the fair market value of the equipment if it is not returned when requested due to employee separation.
14. I agree that the Village of Caledonia has the right to monitor equipment on the Village network and the right to remove or disable the network connection should the equipment show the behavior of infection or indicators of compromise.
15. I agree that any costs related to remodeling and furnishing the telework work space shall be at my expense and not paid by the Village of Caledonia.
16. I agree that normal household expenses such as heating, electricity, and Internet connectivity shall be at my expense and not paid by the Village of Caledonia.
17. I agree not to conduct any Village of Caledonia work-related in-person meetings at my home or other remote work location. Meetings with vendors or visitors conducting business with the Village of Caledonia will be held at the on-site work location.

18. I agree to notify Human Resources (Health Department Fiscal Director for Health Department employees) prior to equipment return if the equipment was exposed to COVID-19 infected individuals so the proper cleaning can be performed.

19. I understand that this agreement is voluntary and may be suspended or terminated by my Supervisor or me for any reason.

OTHER CONDITIONS:

Employees may, at the discretion of their immediate supervisor, be called to work at their Village of Caledonia located worksite on their regular telework day during their regular work hours.

This agreement may be modified or terminated at any time.

APPROVAL:

By signing below, I am indicating and affirm that the teleworking work schedule complies with the Village of Caledonia policies and procedures, human resources guidelines, and FLSA and state regulations. I understand this teleworking agreement may be terminated at any time by my employer.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Human Resources Director's Signature: _____ Date: _____

(Health Officer or Deputy Health Officer for Health Department employees)

Created: 8/12/20

Effective: 8/25/20

Resolution: 2020-XX