

**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Monday, October 4 at 4:30 p.m. Caledonia**  
**Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Telework Policy
4. Adjournment.

Dated October 1, 2021

Joslyn Hoeffert  
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:  
If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.  
To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**1. Call to Order**

Trustee Stillman called the meeting to order at 4:30 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Wanggaard. Trustee Wishau was also present. Trustee Martin arrived at 4:38pm.

Absent: None.

Staff present: Village Administrator Kathy Kasper and HR Manager Michelle Tucker.

**2. Approval of Minutes**

Motion by Trustee Wanggaard to approve the minutes as printed. Seconded by Trustee Stillman. Motion carried unanimously.

**3. Discussion on Village Policy for Entertainment Expenditures**

Kasper handed out proposed language for inclusion in the employee handbook at the last Legislative and Licensing Committee meeting. Kasper asked at that meeting if anyone had changes to bring back to this committee meeting. Trustee Wishau had some questions and comments regarding certain sections and language of this policy. Kasper will make revisions, include this in the Employee Handbook, and will bring the completed handbook back to a future Personnel meeting.

**4. The Personnel Committee Will Take Up A Motion To Go Into Closed Session For The Following Purpose(S): To Discuss Personnel Issues As It Pertains To Specific Employees, Pursuant To Wis. Stat. 19.85(1)(C) And (F), Considering Employment, Promotion, Compensation Or Performance Evaluation Data Of Public Employees Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility And Considering Financial, Medical, Social Or Personal Histories Or Disciplinary Data Of Specific Persons Which, If Discussed In Public, Would Be Likely To Have A Substantial Adverse Effect Upon The Reputation Of Any Person Referred To In Such Histories Or Data; Specifically An Employee Accommodation, The Public Services Director And The Highway Supervisor.**

Motion by Trustee Wanggaard to go into CLOSED session. Seconded by Trustee Stillman. Motion carried unanimously.

**5. The Personnel Committee Reserves The Right To RECONVENE INTO OPEN SESSION To Take Possible Action On The Items Discussed During The CLOSED SESSION And To Move To The Remaining Item(S) On This Agenda.**

Motion by Trustee Wanggaard to go into OPEN session. Seconded by Trustee Stillman. Motion carried unanimously

**6. Adjournment**

Motion by Trustee Wanggaard to adjourn. Seconded by Trustee Stillman. Motion carried unanimously.

Meeting adjourned at 5:03 p.m.

Respectfully submitted,  
Megan O'Brien  
Deputy Village Clerk

**BUSINESS OF THE PERSONNEL COMMITTEE**

MEETING DATE: October 4, 2021

PLACEMENT New Business

ITEM TITLE: Telework Policy

SUBMITTED BY: Michelle Tucker

SUMMARY EXPLANATION:

The Board passed a Telework policy previously that was limited to usage during COVID. While we are seeing a renewed need to use telework for COVID-related absences, we are also seeing occasional circumstances that telework would be good for both the Village and the employee. In order to protect the Village and ensure that telework is efficient and effective, staff has a revised policy that broadens the circumstances that allow for telework, while also defining a better process. Following the policy document are the Telework Plan form and the Telework check in form that would be used for employees who are approved to work off-site.

ATTACHMENT: ORDINANCE \_\_\_\_ RESOLUTION \_\_\_\_ OTHER \_\_\_\_policy and forms\_\_\_\_

RECOMMENDATION:

ACTION BY Committee:

# *Telework Policy*

## **Purpose**

This policy establishes the guidelines Village of Caledonia will use to select and manage those employees approved to telecommute on a limited basis.

## **Scope**

The Village of Caledonia's work is focused on serving the residents of the Village of Caledonia and requires the full public confidence and trust of the community. Various benefits including the important irreplaceable gains from physical presence and face-to-face interaction with residents, community members and coworkers, protection and preservation of confidentiality, and furthering cohesive and collaborative efforts to work as a team member of the Village necessitate that there will be no position work remotely full-time. The Village recognizes that unique circumstances may arise where employees may be allowed to temporarily work remotely. These remote work arrangements will generally be temporary and will apply to only certain positions and employees who are trusted and professionally capable to perform such responsibilities. This policy is meant as a guide for those who are temporarily allowed by the Village Administrator or Department Supervisor to telecommute—to work from home or other location.

## **Guidelines**

This policy covers approved telecommuting or working remotely, such as working from a home or other off-worksite location, including using electronic communications, such as the internet, to connect with the primary place of employment.

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.

## **Criteria for Selection**

The Village always strives to provide equal opportunities to all employees when it comes to working situations. In some circumstances, telecommuting is a necessary and expected part of the position such as when a manager attends a conference and must work remotely from the conference, or when a manager is telecommuting when Village offices are closed. However, telecommuting is not conducive to every employee or position.

Keeping this in mind, the Village Administrator and Department Supervisor will review all reasonable employee requests to telecommute using the following criteria:

- Is the employee a good candidate for telecommuting? Do they possess the following characteristics?
  - Dependable
  - Trustworthy
  - Flexible
  - Self-motivated

- Proven performance
  - Comprehensive knowledge of position
  - Do any performance or disciplinary histories suggest this responsibility is not a good fit for this employee?
- Can the duties of the position be successfully fulfilled through telecommuting? Does the position have:
    - Measurable work activities
    - Little need for face-to-face interaction with co-workers
    - Clearly established goals and objectives
    - Duties can be performed alone and away from a worksite
    - Equipment needed is limited and can be easily stored at the off-site location
    - Position is exempt from overtime requirements
  - Are there extenuating circumstances for the request to telecommute? Examples would be:
    - Poor weather conducive to a long unsafe commute
    - Personal illness or disability
    - Illness of spouse or child
    - Other personal needs that prevent in-person office attendance
    - Other situations that make a part time telecommuting arrangement necessary
  - Are there barriers and distractions faced by the employee that may inhibit the performance of duties and efforts undertaken by the employee to remove or limit those barriers or distractions to ensure work is performed on time and at acceptable standards of quality?
  - Would there be a disruption to Village operations and interests, disruption to coworkers, and maintenance of balance of assigned or expected workloads

The ability to work remotely is a privilege, and the Village reserves the right to deny, limit, or revoke telecommuting privileges at the Village's discretion

### **Responsibilities**

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, timeliness, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given day will not lessen, although the exact scheduling of allotted hours will be left up to the discretion of the employee and the employee's direct supervisor. If an employee's physical presence is required at the Village's primary work location, then he or she is expected to report in person.

### **Contact with Primary Location**

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor. The supervisor will act as the employee's primary contact at Village of Caledonia. Both the employee and his or her supervisor are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedules.
- Move Village equipment to a new location.

### **Telework Plan Creation**

When an employee is approved for telework, they should complete a telework plan in conjunction with their supervisor. This plan will include the following questions:

- What hours do you intend to work when you are working from home?
- Do you anticipate breaks in your day? If so, why and for how long?
- You will be expected to send at least two emails per day reporting work progress using the telework report template. Who will you be reporting to on days you work from home?
- If you have direct reports, how will you be supervising them from home?
- Do you have all equipment necessary to complete your work remotely? If no, what do you need?
- What duties/tasks/job functions can you complete from home?
- Do you anticipate any issues in completing your job functions? If so, what are they?

Employees will be expected to report to their supervisor or designee at least twice a day using the Telework Check In form. This form will allow the employee and their supervisor to track job duties and completed tasks. Employees who do not check in with their supervisor will not be allowed to telework.

### **Off-site Work Areas**

The Village has a legal responsibility to provide liability and workers' compensation coverage to its employees. Such legal responsibilities may extend only to authorized, off-site work locations during scheduled work time. The Village is responsible only for injuries, illnesses and damages that result directly from official job duties. As to any legal obligations under these insurance coverages, the Village will comply with applicable law and grants no additional coverage to employees authorized under this policy. The Village accepts no responsibility for employee personal property.

As the Village of Caledonia could foreseeably be held responsible for an injury befalling an employee in their off-site work area, the Village reserves the right to inspect off-site locations for safety concerns. Such an inspection will always be planned in advance.

If employees have domestic responsibilities, they must attend to during scheduled working hours, they are expected to do so in a reasonable manner that will still allow them to timely and successfully fulfill their job duties.

### **Off-site Security**

While positions that regularly deal with confidentiality and highly sensitive information may not be ideal candidates for off-site work, under certain circumstances such employees may be allowed to telecommute. In these situations, it is up to the employee to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. Failure to do so will result in loss of telecommuting privileges and could result in disciplinary action. All employees who work off-site are obligated to provide secure network connections and should refrain from using unsecured WI-FI and hotspots. Secure internet connections are required. The Village may monitor employees' access, use and connection to the Village's electronic networks. Employees should have no expectation of privacy in use, content or disclosure while using Village equipment or networks.

### **Expenses**

Working primarily off-site could result in expenses not directly addressed by this policy. If such expenses are necessary for their official duties as prescribed and benefit the sole interests of the Village, then the Village may choose to reimburse the employee for pre-authorized expenses. Since reimbursement is subject to management approval and is not guaranteed, potential expenditures should always be approved by the supervisor prior to the transaction being made.

### **Equipment**

Employees approved for telecommuting will be supplied by the Village of Caledonia with the equipment required to perform their duties on Village premises. The Village may, in limited circumstances, authorize additional equipment in order to work remotely. It must be kept in mind that:

- All equipment purchased by the Village remains the property of Village. All equipment is to be returned in a timely fashion should the employee cease telecommuting operations for any reason.
- Hardware is only to be modified or serviced by parties approved by Village.
- Software provided by Village is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by Village for off-site use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access. A secure router or hotspot may be required if one is not already in place at the off-site work location.

### **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.



## Employee Acknowledgment and Acceptance of Agreement

I acknowledge that I have received, read, and understand the Telecommuting policy for the Village of Caledonia. I agree to follow the guidelines of the policy, to protect Village equipment and information, and to perform the responsibilities of my position, as determined by my supervisor. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

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Employee Signature

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Date

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Employee Name (please print)

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Supervisor Signature

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Date

## **Daily Telework Report Template**

\*Please email this completed template at the beginning of each day you are teleworking and at the end of each day. See example for reference. You can use the fillable pdf or just put your notes directly in the email.

**Start of day check in (email to supervisor)**

**Planned tasks for (fill in date):**

**End of day check in (email to supervisor)**

**Planned tasks accomplished:**

**Unplanned tasks accomplished:**

**Planned tasks not accomplished**

## Telework Plan

Employee Name:

Date:

What hours do you intend to work when you are working from home?

Do you anticipate breaks in your day? If so, why and for how long?

You will be expected to send at least two emails per day reporting work progress using the telework report template. Who will you be reporting to on days you work from home?

If you have direct reports, how will you be supervising them from home?

Do you have all equipment necessary to complete your work remotely? If no, what do you need?

What duties/tasks/job functions can you complete from home?

Do you anticipate any issues in completing your job functions? If so, what are they?

Supervisor Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_