

Tuesday, May 4, 2021

10:00 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room via teleconference,
hosted at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

PUBLIC WILL NOT BE ALLOWED TO ATTEND IN PERSON.

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

- | | |
|---|-------|
| 1 Long Prairie Hockey Association Lease of Expo Building
<i>Commissioners</i> | 10:00 |
| 2 Draft of Telework Policy
<i>Policy Committee</i> | 10:15 |

Section 8.11 Telework Policy

- (a) Purpose: The County recognizes the importance of providing options to the normal work environment that utilizes technology to increase employee productivity, improve employee satisfaction, reduces employee absenteeism, reduces the cost of office space, and provides greater employee opportunity throughout the County.

To accomplish that, the County supports remote access as an alternative work arrangement for County employees. The County's telework policy is intended to be an innovative option that benefits the County, constituents, and employees.

A telework arrangement is entirely within the discretion of the County. The County may approve or deny a telework arrangement with any employee for any reason or no reason at all. The County can discontinue a telework arrangement at any time and for any reason.

- (b) Definitions:

Telework Location - A work location alternative away from a centrally located or main business/office site. Examples of an alternative work site can be a home office, a work center, or an assigned office in a remote location.

Mobile Worker – this is not telework - Primary job functions of mobile workers are completed in the field generally requiring an employee to meet and work on-site with clients/customers who are located throughout the County (e.g., social workers and building inspectors). Mobile workers are not considered teleworkers but are responsible for providing proper equipment control, maintenance and data security privacy of work product. This definition does not include positions where driving is a continuous task (i.e., Sheriff's patrol, maintenance workers, and highway maintenance worker).

Occasional at Home Worker - Employee who works at home on a short-term or intermittent basis. Occasional at home work must comply with all terms and conditions of the Teleworking policy and must meet all requirements of the Fair Labor Standards Act (FLSA). These employees are not required to fill out a telework agreement.

Telework - Teleworker is an employee in good standing that performs telework pursuant to a Telework Agreement between the County and the employee. Telework means "working at a distance." Telework is defined as work performed at an alternative work location linked electronically to Todd County. Telework is an arrangement between Todd County and the employee entered into when supported by business justifications and provided solely at the employer's discretion. It is based on the needs of the job, department, and County.

Telework is not:

- A viable work arrangement for all positions or well-suited to all employees.
- A substitute arrangement for dependent care (child, adult and/or elder) or an accommodation of personal, business or other non-County endeavors.
- Considered a contract or guarantee of continued employment.
- A benefit.
- An extension of the work day.

Telecommuting does not change the basic terms and conditions of employment or other policies of the County.

(c) Criteria for consideration of telecommuting arrangement:

(i) Job compatibility: To be considered for a telecommuting arrangement, the employee's job must consist of duties that can be fulfilled while telecommuting, including, but not limited to, the following:

- 1) Not require face-to-face contact with clients at a primary worksite.
- 2) Not result in decreased internal or external customer service if conducted through telecommuting.
- 3) Cannot result in excessive additional work for staff at the work site.
- 4) Consist of duties that can be fulfilled while telecommuting.

(ii) Employee suitability: To be considered for a telecommuting arrangement, the employee must meet the following requirements:

- 1) Be employed with Todd County for a minimum of 12 continuous months. An exception to this requirement may be considered, subject to approval by the Department Head.
- 2) Be in compliance with all Todd County policies.
- 3) Have a satisfactory performance record, including meeting or exceeding expectations of their job, documented in part on the employee's most recent performance appraisal.
- 4) Any loss of efficiency, performance issues, and/or documented disciplinary action may result in the loss of telework ability.

(iii) Technology requirements: To be considered for a telecommuting arrangement, the employee's proposed telecommuting worksite technology must meet the following requirements:

- 1) Internet connection speed must allow teleworker to perform duties at the same or greater capacity as workers in the office. Recommended minimum internet connection speed of 10 Mbps per second. This is furnished and maintained at employee's expense.
- 2) If using home wireless access, it must be password protected.
- 3) If using a County phone configured for telework, a wired Ethernet connection is required in the employee's telework location.
- 4) Required to connect to Todd County's network using VPN to ensure secure data transmission. Teleworkers will connect/disconnect in accordance with their scheduled work day.
- 5) Todd County MIS will not provide onsite technical support. If issues arise that cannot be resolved remotely, employee will need to bring equipment into office.
- 6) MIS will provide hardware components necessary to work from a telework site. Personal equipment cannot be used.

- 7) The use of equipment, software, and data supplies when provided by Todd County for use at the remote work location is limited to authorized persons and for purposes relating to Todd County business and is subject to all Todd County policies and procedures.
- 8) If a County owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized user will be responsible for notifying their Department Head and Todd County's MIS Department immediately.

(iv) Other requirements

- 1) Work uninterrupted, (telework cannot be a substitute for child care or sick time).
- 2) Secure all County property
- 3) Secure non-public, protected, and sensitive data from sight and sound by other parties in compliance with federal and state requirement.
- 4) Employees utilizing remote work from a telework worksite must comply with state and federal laws and Todd County policies, procedures, and processes including the [Todd County Information Technology Policies](#). Failure to comply may result in disciplinary action.

(v) Consider the needs of the team. Can an employee do their essential functions from a telework worksite?

- (d) A telework arrangement must be approved by the Department Head.
- (e) Seniority is not a factor in determining eligibility to telecommute.
- (f) Work schedule: Telecommuting itself does not alter an employee's work schedule. Rather, any changes to a work schedule are handled in accordance with the work schedule policy; found in 3.18 (d).
- (g) Employee availability. The employee is expected to be available at their telecommuting worksite by phone, video-conference, and email during scheduled work hours unless conducting business elsewhere on behalf of Todd County as appropriate or on approved paid or unpaid leave.
- (h) The employee is also expected to be at the main business/office worksite or other designated location as necessary to attend meetings, training sessions, and as designated by the supervisor, including being called in to work at the main business/office worksite in special circumstances as deemed necessary by the supervisor, manager, or Department Head.
- (i) Equipment malfunction: In the event of an equipment malfunction or internet connectivity weakness, the employee will notify their supervisor and the IT department immediately. If the malfunction or connectivity situation precludes the employee from working on assigned work at their telecommuting worksite, the employee will be assigned other work, and/or report to their main business/office worksite, or be assigned by their supervisor to another worksite pending the repair of equipment or resolution of the connectivity weakness. Repeated circumstances of equipment failure or connectivity weakness may be cause for review of continued suitability of the telecommuting arrangement.

- (j) Weather emergencies or other extenuating circumstances. If loss of electrical power, heat, or other circumstances preclude the employee from safely and effectively working at their telecommuting worksite, the employee shall consult with their supervisor immediately and report to their main business/office worksite unless other appropriate arrangements are made with their supervisor (including reporting to an alternative business/office worksite or other approved location or taking PTO, vacation, or sick leave in accord with those policies) until the situation is remedied. If the County facilities close due to a natural or human-made emergency, any employee scheduled to telework is expected to work as normally scheduled at his or her functioning telework site.
- (k) Todd County is not responsible for the costs associated with the telecommuting worksite, including utilities, internet connection, cell phone, remodeling, furniture, lighting, repairs, or modifications to workspace, etc. Printing documents from non-county equipment is not allowed.
- (l) The employee is expected to maintain their home workspace in a safe manner, free from safety hazards. Telecommuting employees are responsible for notifying the employer of injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- (m) Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- (n) The employee may not conduct any client meetings in their telework worksite. Doing so will be cause for discontinuing telecommuting.
- (o) The employee will use Todd County equipment and supplies for Todd County business only. Use of equipment by others is prohibited,
- (p) Smoking is prohibited in the vicinity of Todd County property. This includes the room in which equipment is located.
- (q) Todd County will maintain equipment provided by Todd County.
- (r) Employee owned equipment will not be maintained, or repaired by Todd County.
- (s) Upon termination of the telecommuting agreement or employment, the employee will return all Todd County property in acceptable working condition to the organization via arrangements made with the supervisor no later than their last day of employment. Failure to return this property or returning property in damaged condition may result in the employee being required to reimburse Todd County for the cost of repair or replacement of such.
- (t) An employee may not take County funds in the form of cash or checks to their telework worksite.
- (u) Employees are to contact their supervisor in a timely manner in the event of any theft or criminal activity related to Todd County property.
- (v) An employee is obligated to provide prompt notice of an injury while telecommuting in accordance with Todd County's worker's compensation procedure.
- (w) At any time, the telecommuting agreement may be terminated by Todd County.

In the event this telework arrangement no longer meets the needs of the County the employee will be asked to return to the work site in a timely manner.

The terms of this policy are subject to change by Todd County at any time. The employee will be notified and agrees to be bound by these changes.

Employee Signature and Printed Name

Date

Supervisor Signature and Printed Name

Date

Appendix A: Telework Workplace Risk Assessment to be completed by employee

Appendix B: Telework Request Form

Appendix C: Equipment List documented by MIS

**APPENDIX A
TODD COUNTY TELEWORK WORKPLACE RISK ASSESSMENT**

Employee Name:			
Department			
Title:			
Date of assessment:			
Duration of Telecommuting:	Regular (e.g. 1 day per week)	Occasional	Full-time

Hazard Checklist

Working environment of area where telework takes place	
Is there sufficient ventilation?	
Is there sufficient lighting for the tasks?	
Is there sufficient heating? Are heating systems maintained in good working order?	
Are portable heaters being used? If yes, the employee understands the risks and liabilities associated with the use of these devices.	
Is there sufficient space for all the furniture & equipment used?	
Is flooring in good condition and free from trip hazards?	
Is there sufficient safe & secure storage space for equipment and documents used?	
Is the work area subject to noise at a level which is likely to affect the employee's concentration?	
Electrical safety	
Is the fixed electrical system in good condition with no signs of scorching or arcing on sockets?	
Are there sufficient numbers of sockets to prevent overloading?	
If extension cords are used they should be <i>positioned so that they are not subject to excessive wear or damage and do not present a trip hazard.</i>	
Is electrical equipment used for home working in good condition and free from any visual faults?	
Does the employee undertake visual checks of electrical equipment to identify any obvious faults such as worn or damaged leads or plugs?	
Laptop and connectivity software are arranged?	
Safe Posture	
Has the employee received training/information on how to set up their workstation to avoid poor posture?	

Does the chair used provide sufficient lumbar support?	
Can the employee sit with their shoulders in a relaxed position and their elbows at a 90-degree angle, with the upper arms vertical and forearms horizontal while keying and using the mouse?	
Is the work surface of a sufficient size to accommodate all the equipment to be used?	
Is there sufficient space in front of the keyboard for the employee to rest their hands in between keying?	
Does the employee have to read/refer to/copy from documents placed flat on the desk? <i>(This will lead to awkward neck movements and should be avoided by using a document holder.)</i>	
Is there sufficient space below the work surface for the employee's legs to enable them to stretch and change position?	
Can the employee's feet rest on the floor or do they need a footrest?	
Is the employee aware of the importance of taking regular breaks from computer based work before fatigue sets in?	
Has the employee experienced pain or discomfort when using the computer at home?	
Visual fatigue	
Is the screen positioned at the correct height and viewing distance? <i>(The employee's eye-line should be just below the top of the screen and the screen should be positioned directly in front of the user at approximately an arm's length away).</i>	
Is the screen free from glare or reflections? <i>(Ideally the screen should be at right angle to windows, windows should be provided with blinds or curtains to prevent glare from falling onto the screen.)</i>	
Is the screen free from flicker and are images clear & stable? <i>(MIS can advise how to adjust the settings to suit the needs of the user)</i>	
Has the employee suffered from headaches or visual discomfort when working at the computer at home?	
Stress	
Is there sufficient segregation from disruption from children, pets or other family members?	
Are there arrangements for keeping in contact with the employee working from a telework site?	
Are there arrangements in place to conduct regular supervision/personal development reviews with the employee working from a telework site?	

Is support readily available to the employee to deal with either MIS issues or other specific work queries?	
Does the employee have access to sufficient training, information & instruction to enable them to undertake their work safely?	
Emergency arrangements	
Does the telework workplace have adequate smoke alarms and carbon monoxide detectors?	
Has the employee identified what they will do in the event of a fire or other emergency? The employee should plan their escape route.	
Does the employee have access to a first-aid kit?	
Does the employee have current homeowners/rental insurance in place?	
Action taken by employee to address any issues:	
Action taken by Supervisor to address any issues:	
Department Head Signature	Date:
Supervisor Signature	Date:
Employee Signature	Date:

Telework Request Form – Appendix B

An employee should complete and submit this form to his/her supervisor for required approvals prior to undertaking the telework schedule.

Employee Name: _____

Employee Title: _____

Department: _____

Primary Work Schedule: _____

Telework Address: _____

- Home
- Other

WORK SCHEDULE

Remote workplace schedule on a weekly basis will be: ____ a.m. to ____ p.m.

Days of the Week: ____ M ____ T ____ W ____ Th ____ F

Proposed Start Date: _____

Purpose for Telework: _____

Employee Statement: I have read and understand the Telework Policy and have completed the Telework Workplace Risk Assessment. I hereby request approval to telework. I understand that telework is a voluntary work alternative that may be appropriate for some employees and some positions. Telework is not a universal benefit or an entitlement and in no way changes the terms and conditions of employment. Todd County has the right to refuse to make telework available to an employee and to revoke a telework arrangement at any time.

Employee: _____ Date: _____

The Supervisor and Department Head agree that the employee and the position are suitable for the telework arrangement and approve.

Supervisor: _____ Approved Denied Date: _____

Department Head: _____ Approved Denied Date: _____

Supervisor / Department Head Comments:

Equipment List documented by MIS - Appendix C

Employee Name: _____ Date: _____

- PC/Laptop make and model: _____ Asset #: _____
- Docking station Asset #: _____
- Monitors (1 or 2) _____ Asset #: _____
- Keyboard
- Mouse
- Speakers if needed Asset #: _____
- Webcam if needed Asset #: _____
- Signature pad if needed Asset #: _____
- Desk phone Asset #: _____
- Headset Asset #: _____
- Ethernet cable for office phone connection
- Power Strip
- Other: _____
- Speed test results (screen shot submitted) _____

MIS Representative _____ Date: _____