



Kewaunee County  
EXECUTIVE COMMITTEE MEETING

**AMENDED AGENDA**

September 12, 2022 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve September 12, 2022 Agenda
4. Approval of August 23, 2022 Minutes
5. Public Comment
6. Administrator's Report
  - a. Personnel Report
    - Department Performance Measures
    - Satisfaction Surveys
  - b. Annual Cost of Living Determination (WERC: 6.86%)
7. Personnel Policy Items
  - a. Department Request for Remote Work Approval
    - Corporation Counsel
    - IT
    - Administration
  - b. Holiday Compensation – Jailer/Dispatchers
8. Tourism Coordinator/Public Information Duties – Transfer to KCEDC
9. Hiring Freeze Policy
10. Amendment to Bug Tussel Contract
11. County Charge for Paper Copies
12. Next Meeting: October 3, 2022
13. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



Kewaunee County  
EXECUTIVE COMMITTEE MEETING  
**MINUTES**

August 23, 2022 5:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 5:00 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, Tom Romdenne, Virginia Haske, Scott Jahnke, Aaron Augustian, Kim Kroll, Joe Lukes. Others Present – Jeff Vollenweider, Matt Joski, Tracy Nollenberg, Rob Stearns, Dave DePeau, Scott Feldt, Melissa Annoye, Corinne Konkel, Tom Kleiman.

**Approve August 23, 2022 Agenda:** Augustian moved, Paape seconded to approve the agenda. Motion carried.

**Approval of August 8, 2022 Minutes:** Lukes moved, Jahnke seconded to approve the August 8, 2022, minutes. Motion carried.

**Public Comment:** Kleiman commented that on the work from home issue. Kleiman spoke about the pandemic and how it affected businesses and people working from home and productivity. He expressed his concern of whether employees could be abusing it. Kleiman expressed his belief that workers cannot effectively work from home and managers cannot effectively supervise from home. As a taxpayer, whether it is federal, state or local dollars, the county should take appropriate action to make sure workers do not abuse work from home policies.

Annoye provided a summary as to how remote work is utilized in the Human Services department and the benefits it provides. The Alternate Work Site (AWS) policy affords staff the ability to schedule their time more effectively and be more productive. AWS allows employees to work from home where less distractions occur and administrative can be completed.

Joski commented on the changes that have occurred due to the COVID pandemic. Prior to the pandemic, the expectation of where employees performed their work was one way (at the office). During the pandemic, the expectation of where employees performed their work was another way (at home). Now that the pandemic has passed, there is a belief by some that we should return to our previous expectations. Still we have seen benefits from an alternate way. This topic should be discussed to decide how county services are provided and whether alternate ways of providing those services is something we should consider.

**Remote Work/Work From Home Policy:** Olson asked Feldt if he had a list of all employees who utilized the work from home option. Feldt responded that knows of some employees that use the option but he does not have a comprehensive list. Feldt indicated that he delegates that responsibility to his department heads and unit managers. Discussion followed as to the number of employees that utilize the option and the frequency. The County Personnel Policy was reviewed by the committee. Specifically, the committee reviewed the Alternate Work Site (AWS) policy. Olson asked Feldt if the AWS policy refers specifically to Human Service employees, then why are employees from other departments using this option. Feldt responded that during the pandemic



other departments and their employees utilized the option to continue to conduct work while adhering to the state stay at home order and for following quarantine guidelines. When the pandemic was over and employees began returning to the office, the Administrator continued to allow the option of employees to utilize the AWS option. Olson commented that with the rescinding of emergency powers and employees returning to work, the original policies should be in force. Feldt commented that the Chair was correct and the continuation of the AWS option to other department employees was beyond his authority. Additional discussion followed regarding the policy and the need of other departments to provide an AWS option to their employees. The committee agreed that the current policy will remain in force and that non-Human Services employees may not utilize the AWS or work from home option. This is a policy matter and requests will need to be made by individual departments for approval to utilize an alternate work site option. More discussion followed. The committee directed the Administrator to inform all department heads that if a department wants to provide an AWS option, the department will need to make a request to its standing committee. The standing committee will then forward a recommendation to the Executive Committee to amend the county personnel policy.

**Motion to go into closed session pursuant to Wis. Stat. s. 19.85(1)(f) – Employee personnel matter:** Paape moved, Kroll seconded to go into closed session. Motion carried unanimously.

**Motion to return to open session:** Augustian moved, Kroll seconded to return to open session. Motion carried.

**Next Meeting:** September 12, 2022. Paape requested the following items be placed on the next agenda – reinstatement of the hiring freeze, possible transfer of the Public Information Officer/Tourism Coordinator to KCEDC. Committee requested performance metrics be placed on the next agenda.

**Adjournment.:** Lukes moved, Paape seconded to adjourn. Motion carried. Meeting adjourned at 7:25 p.m.

# KEWAUNEE COUNTY

## PERSONNEL REPORT

September 12, 2022



*Scott Feldt*  
County Administrator

### Hire

Cody Melville	Radio Operator/Jailer	August 21
---------------	-----------------------	-----------

### Job Change

<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>DATE</b>
Joran Salentine	Sheriff Deputy Patrol	Investigator	August 29

### Resignation

Jennifer Gonzalez	Tourism Coordinator/Public Information Officer	August 12
-------------------	--	-----------

### Recruitment

Administrative Assistant, Veterans Service Office – interviews scheduled  
Radio Operator/Jailer - advertising

Kewaunee County Is An Equal Opportunity Employer

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

PHONE (920) 388-7164  
FAX (920) 388-7195  
[www.kewauneeeco.org](http://www.kewauneeeco.org)



# KEWAUNEE COUNTY ADMINISTRATOR

*Scott Feldt*

---

## INTEROFFICE MEMORANDUM

---

DATE: September 13, 2022  
TO: Executive Committee Members  
FROM: Scott Feldt, County Administrator  
RE: 2023 Cost of Living Increase

---

### REQUEST

Approve the cost of living adjustment of 4.0% and a one-time 1.5% stipend for pay plan year 2023.

### BACKGROUND

In previous budget years, administration has utilized the chart of consumer price index (CPI) calculations provided by the Wisconsin Employment Relations Commission to determine the annual cost of living increase for employees. The past practice is to use the CPI percentage for December of the current year as the cost of living increase for the following year. For December 2022, the CPI percentage is 6.86%.

Following the approval of the 2021 county budget, administration was directed to provide information to the Pay Plan Subcommittee as to how the cost of living adjustment is analyzed and reviewed to determine if the proposed adjustment is affordable and sustainable. With the creation of this report, the Finance Director and County Administrator review the report with a variety of county employee, payroll, and economic statistics, and provide a recommendation to the Committee.

In reviewing the employee, payroll, budget and economic data, I believe the 4.00% cost of living adjustment (\$267,000) is both affordable in the 2023 county budget and is sustainable for the county into the future. In addition, I am recommending a one-time pay stipend of 1.5%, or \$62,000. The analysis indicates that the county is in a strong financial position and there are sufficient funds to include the cost of living increase and the stipend in the 2023 budget. A review of the CPI numbers indicates that inflation for 2022 was significantly higher than the cost of living increase that was received by employees. County staffing levels have remained flat while county unemployment remains at historically low levels. County fund balances are strong and county expenditures are well managed.

Again, the 2023 budget can afford and future budgets can sustain the 4.0% increase with a one-time 1.5% stipend. Please note, the one-time stipend does not increase employee base pay in future years.

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

PHONE (920) 388-7164  
FAX (920) 388-7101  
WEB SITE <http://www.kewauneeeco.org>

**Consumer Price Index Calculation Chart** (updated last on 08-10-22)

The Wisconsin Department of Revenue (DOR) has advised the Wisconsin Employment Relations Commission (WERC) that the CPI-U increase applicable to one-year collective bargaining agreements with a term beginning on the following dates is as noted in the corresponding column in the chart below.

\*Revised 11/4/2016.

Beginning date of one-year collective bargaining agreement	Applicable CPI-U as determined by WI Department of Revenue
February 1, 2023	7.44%
January 1, 2023	7.17%
December 1, 2022	6.86%
November 1, 2022	6.56%
October 1, 2022	6.22%
September 1, 2022	5.72%
August 1, 2022	5.21%
July 1, 2022	4.70%
June 1, 2022	4.23%
May 1, 2022	3.76%
April 1, 2022	3.33%
March 1, 2022	3.00%
February 1, 2022	2.67%
January 1, 2022	2.30%
December 1, 2021	1.65%
November 1, 2021	1.50%
October 1, 2021	1.18%
September 1, 2021	1.09%
August 1, 2021	1.15%
July 1, 2021	1.23%
June 1, 2021	1.31%
May 1, 2021	1.38%
April 1, 2021	1.43%
March 1, 2021	1.46%
February 1, 2021	1.50%
January 1, 2021	1.56%
December 1, 2020	1.65%
November 1, 2020	1.79%
October 1, 2020	1.93%
September 1, 2020	1.96%
August 1, 2020	1.89%
July 1, 2020	1.81%
June 1, 2020	1.78%
May 1, 2020	1.79%
April 1, 2020	1.85%
March 1, 2020	1.90%
February 1, 2020	1.98%
January 1, 2020	2.07%
December 1, 2019	2.17%
November 1, 2019	2.26%
October 1, 2019	2.30%
September 1, 2019	2.34%
August 1, 2019	2.40%
July 1, 2019	2.44%
June 1, 2019	2.46%
May 1, 2019	2.46%
April 1, 2019	2.42%
March 1, 2019	2.42%
February 1, 2019	2.36%
January 1, 2019	2.25%
December 1, 2018	2.15%

November 1, 2018	2.07%
October 1, 2018	2.05%
September 1, 2018	2.05%
August 1, 2018	2.09%
July 1, 2018	2.13%
June 1, 2018	2.13%
May 1, 2018	2.09%
April 1, 2018	2.05%
March 1, 2018	1.99%
February 1, 2018	1.91%
January 1, 2018	1.84%
December 1, 2017	1.79%
November 1, 2017	1.72%
October 1, 2017	1.63%
September 1, 2017	1.50%
August 1, 2017	1.36%
July 1, 2017	1.26%
June 1, 2017	1.15%
May 1, 2017	1.05%
April 1, 2017	0.93%
March 1, 2017	0.80%
February 1, 2017	0.73%
January 1, 2017	0.67%*
January 1, 2017	0.68%
December 1, 2016	0.60%
November 1, 2016	0.51%
October 1, 2016	0.40%
September 1, 2016	0.33%
August 1, 2016	0.24%
July 1, 2016	0.12%
June 1, 2016	0.12%
May 1, 2016	0.19%
April 1, 2016	0.31%
March 1, 2016	0.45%
February 1, 2016	0.58%
January 1, 2016	0.73%
December 1, 2015	0.89%
November 1, 2015	1.07%
October 1, 2015	1.25%
September 1, 2015	1.39%
August 1, 2015	1.48%
July 1, 2015	1.62%
May 1, 2015	1.68%
April 1, 2015	1.68%
March 1, 2015	1.62%
February 1, 2015	1.58%
January 1, 2015	1.57%
October 1, 2014	1.40%
September 1, 2014	1.39%
August 1, 2014	1.46%
July 1, 2014	1.46%
June 1, 2014	1.48%
May 1, 2014	1.53%
April 1, 2014	1.63%
March 1, 2014	1.70%
January 1, 2014	1.66%
October 1, 2013	1.79%
September 1, 2013	1.89%
August 1, 2013	1.96%
July 1, 2013	2.07%
May 1, 2013	2.30%
March 1, 2013	2.57%

---

January 1, 2013	2.96%
September 1, 2012	3.33%
July 1, 2012	3.16%
April 1, 2012	2.65%
January 1, 2012	2.01%
July 1, 2011	1.64%
January 1, 2011	0.97%
July 1, 2010	minus 0.36%
July 1, 2009	3.84%

---



# KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

*Scott Feldt*  
*County Administrator*

---

To: Pay Plan Subcommittee Members  
From: Scott Feldt, County Administrator  
Re: Annual Determination of Employee Compensation  
Date: April 9, 2021

Through discussions that have taken place at County Board meetings during the budget process, Executive Committee meetings and meetings of the Pay Plan Subcommittee, it has become apparent that as the County Administrator, I have not provided adequate information to County Board Supervisors as to the process of determining and recommending salary increases to the Board as a part of the County's annual budget. Because of this, Board Supervisors may be unaware as to the methodology of creating the pay plan and what information administration reviews before recommending specific salary and wage increases. This memo is to outline an information/education process that administration will conduct each year as a part of the budget process, specifically related to cost of living increases.

Board Supervisors will be given the following information:

1. A memo summarizing the methodology of the pay plan's creation and structure.
2. A report identifying the number of employees whose pay rate is in the first half of the pay plan, the number of employees whose pay rate is in the second half of the pay plan, and the number of employees whose pay rate is at the top or outside the pay plan. This will be helpful to identify how many employees are impacted by Board decisions in relation to the plan.
3. Language from the Personnel Policies summarizing policies related to the county pay plan.
4. A 5-year trend report that provides data related to staffing, wages and budget. Some of these data include: staffing (FTE) levels; annual cost of living percentages, total salaries and wages, total payroll including benefits; total budgeted expenditures, total budgeted revenues; salary and wages as a percentage of total expenditures; and total payroll as a percentage of total expenditures.

Attached to this memo is a draft of a 5-year trend report likely to be used for wage and budgetary purposes for the 2022 budget. To assist in reviewing the trend report, a short explanation and commentary will be provided.

**Net New Construction:** this is the percentage of new development created from the previous year. This calculation determines how much the county may increase its property tax levy for the coming year.

**Equalized Value:** Equalized value determines the total value of property within the county. Dollar changes and percentage changes from year to year are also provided.

**Levy:** the total amount the county has levied on to property owners. Typically, the county levies the property tax amount to the statutory limit. Dollar changes and percentage changes from year to year are also provided.

**Revenue:** the amount of total revenue budgeted by the county. Revenue sources are listed in general categories and encompass more than property taxes.

**Payroll:** payroll is broken down into two main categories – salaries and wages, and benefits. Salaries and wages include all county employees whether full-time, part-time, temporary, or seasonal. Benefits include health and dental insurance, retirement (WRS), social security (FICA), and workers' compensation. Dollar changes and percentage changes from year to year are also provided for both salaries and wages, and total payroll which includes benefits. In addition, a comparison is made as to a percentage of total expenditures for the given budget year.

**Pay Plan:** the annual percentage increase of cost of living and pay plan steps is provided. This includes steps for the front half of the plan, the back half of the plan and a hard percentage increase limit that was approved by the County Board.

**Other Payroll:** the annual percentage increases for sheriff deputies as approved in the union contract, including steps and cost of living. In addition, annual percentage increases for all county elected officials except the District Attorney and Circuit Court Judge which are paid by the state.

**Employees:** an annual total of employees as budgeted each year listed as full-time equivalents positions and actual employees. Seasonal employees are not included.

There has been great discussion as to tying employee compensation (salaries and wages and/or total payroll compensation) to specific budgetary measures like ones included in the 5-Year trend report. Administration does not recommend indexing employee compensation to any specific data points.

**Net New Construction:** this percentage only takes into account additional property tax revenue that can be raised. Kewaunee County generates revenue from various sources not tied to the property tax.

**Levy:** this percentage only takes into account additional property tax revenue that is budgeted. Kewaunee County generates revenue from various sources not tied to the property tax.

**Revenues:** annual increases/decreases in revenue can vary from year to year due to a number of factors including issuance of debt, one time payments, grant funding, sale of assets, etc.

**Payroll:** annual increases/decreases in payroll can vary from year to year due to a number of factors including adding of staff, retirements and resignations, cutting of staff, changes in salary ranges, various increases/decreases in benefit premiums.

Administration reviews these and other factors to determine the affordability of employee compensation increases in the upcoming budget and future budgets.

**Kewaunee County, WI  
Budget Statistics & Trends**

Last Update:  
09/06/2022

**PROPOSED**

Budget Year:	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
<b>STATISTICS &amp; RATES:</b>														
County Population (Census.gov)														
Inflation / CPI (WLRB)	6.86%	1.91%	1.65%	2.17%	2.25%	1.84%	0.63%	0.73%	1.57%	1.66%	2.98%	2.01%	0.97%	-0.36%
County Unemployment (July)		2.90%	2.80%	3.60%	3.10%	2.60%	3.10%	3.10%	3.50%	4.50%	5.90%	6.10%	6.80%	7.40%
Net New Construction	1.311%	1.166%	0.659%	1.077%	0.969%	0.755%	1.747%	1.532%	1.644%	0.969%	0.640%	0.908%	1.362%	1.928%
<b>Property Valuation &amp; Tax Levy:</b>														
Equalized Value (TID Out)	2,189,752,400	1,871,885,600	1,795,794,100	1,745,828,500	1,666,876,400	1,625,916,800	1,604,866,500	1,619,775,500	1,452,070,800	1,422,540,000	1,417,000,300	1,441,501,700	1,436,724,400	1,471,003,200
Net change \$	317,866,800	76,091,500	49,965,600	78,952,100	40,959,600	(358,649,700)	64,791,000	467,704,700	29,530,800	5,539,700	(24,501,400)	4,777,300	(36,178,800)	
Net change %	16.98%	4.24%	2.86%	4.74%	2.52%	-18.07%	3.37%	32.21%	2.08%	0.39%	-1.70%	0.33%	-2.39%	
Tax Levy	13,398,677	12,876,389	12,687,299	12,360,448	12,080,120	11,864,016	11,405,084	11,177,945	11,027,283	11,051,259	11,011,695	10,573,803	10,111,714	9,727,055
Levy change \$	522,288	189,090	326,851	270,328	226,104	458,932	227,139	150,662	(23,976)	39,564	437,892	462,089	384,659	
Levy change %	4.06%	1.49%	2.64%	2.24%	1.91%	4.02%	2.03%	1.37%	-0.22%	0.36%	4.14%	4.57%	3.95%	
Tax Rate (Equalized Value)	6.12	6.88	7.07	7.08	7.25	7.30	5.75	5.82	7.59	7.77	7.77	7.34	7.04	6.61
<b>FINANCIAL:</b>														
<b>Revenue(Budgeted):</b>														
Property Tax Levy	13,579,712	12,876,389	12,687,299	12,360,443	12,090,120	11,864,016	11,405,084	11,177,945	11,027,283	11,051,259	11,011,695	10,573,803	10,111,744	9,727,055
Sales Tax	1,425,000	1,200,000	1,150,000	1,100,000	1,000,000	1,000,000	750,000							
Other Taxes	395,816	404,297	402,297	419,289	450,461	558,535	707,305	157,700						
Intergovernmental	6,129,140	7,903,124	5,731,903	4,982,279	5,148,766	5,278,716	5,021,569	5,035,725	5,021,569					
Licenses and Permits	72,123	76,450	80,450	85,550	119,700	119,550	114,700	126,000						
Fines, Forfeitures and Penalties	94,700	84,750	69,504	65,949	65,607	62,142	62,092	62,542						
Charges for Service	3,453,606	3,237,213	3,216,449	8,527,840	8,580,680	9,566,343	3,879,957	2,652,640						
Other Revenue	1,420,062	882,947	906,042	998,837	1,022,083	2,307,658	297,204	875,402	9,275,500	14,005,592	13,460,808	14,198,727	14,598,823	14,076,692
Change \$	(94,811)	2,421,226	(4,296,243)	82,770	(2,299,543)	8,504,893	2,178,269	(228,965)	(4,754,058)	584,338	(300,027)	61,963	908,820	23,803,747
Change %	-0.36%	9.99%	-15.05%	0.29%	-7.46%	38.22%	10.85%	-1.13%	-18.97%	2.39%	-1.21%	0.25%	3.81%	
<b>Expenditures(Budgeted):</b>														
Total Budgeted Expenditures/Expenses****	25,485,006	29,889,872	29,776,002	28,478,973	28,583,303	30,616,902	21,944,989	20,630,184	20,302,283	25,056,841	24,472,503	24,772,530	24,710,567	23,803,452
Expenditures (w/o Hwy ISF)	25,485,006	24,368,323	24,005,415	22,664,132	22,783,968	24,689,395	# Hwy ISF not budgeted until 2018							
<b>Other Financing Sources &amp; Uses:</b>														
Transfers From Fund Balance	419,287	362,277	511,558	550,070	818,500	459,829	116,188	920,223						
Transfers To Fund Balance	1,504,640	2,639,124	726,298	611,284	712,614	599,887	423,286	363,837						
Debt:														
Debt Rating-Moody's				A1 none			A2 none	A2 neg			A1 none			A1 none
Debt Rating-S&P				AA- stable			AA- stable	AA- stable						AA- stable
Debt outstanding at YE	6,010,000	7,015,000	8,330,000	9,650,000	10,945,000	12,080,000	13,185,000	14,270,000	15,175,000	16,125,000	17,050,000	17,790,000	13,870,000	14,425,000
Annual Principal payment	1,625,000	1,315,000	1,320,000	1,170,000	1,135,000	1,105,000	1,085,000	980,000	860,000	875,000				
Annual Interest payment	174,247	202,156	233,881	389,643	422,194	450,709	566,638	597,678	651,609	705,746				
Total Annual Debt Service	1,799,247	1,517,156	1,553,881	1,559,643	1,557,194	1,555,709	1,651,638	1,577,678	1,511,609	1,580,746				

Budget Year:	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
<b>Other Financing Sources &amp; Uses:</b>														
Transfers From Fund Balance	419,287	362,277	511,558	550,070	818,500	459,829	116,188	920,223						
Transfers To Fund Balance	1,504,640	2,639,124	726,298	611,284	712,614	599,887	423,286	363,837						
Debt:														
Debt Rating-Moody's				A1 none			A2 none	A2 neg			A1 none			A1 none
Debt Rating-S&P				AA- stable			AA- stable	AA- stable						AA- stable
Debt outstanding at YE	6,010,000	7,015,000	8,330,000	9,650,000	10,945,000	12,080,000	13,185,000	14,270,000	15,175,000	16,125,000	17,050,000	17,790,000	13,870,000	14,425,000
Annual Principal payment	1,625,000	1,315,000	1,320,000	1,170,000	1,135,000	1,105,000	1,085,000	980,000	860,000	875,000				
Annual Interest payment	174,247	202,156	233,881	389,643	422,194	450,709	566,638	597,678	651,609	705,746				
Total Annual Debt Service	1,799,247	1,517,156	1,553,881	1,559,643	1,557,194	1,555,709	1,651,638	1,577,678	1,511,609	1,580,746				



PROPOSED

Budget Year:	2020	2021	2022	2023	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
<b>Fund Balances (total):</b>														
General	8,119,172	8,966,150	8,119,172	8,119,172	7,709,925	6,962,768	7,163,668	6,286,870	5,575,051	4,918,841	5,743,011	6,594,735	6,454,395	5,539,912
Human Services	(325,441)	751,464	(325,441)	(325,441)	(1,215,519)	(1,313,663)	(1,141,207)	(804,033)	(951,730)	(291,710)	(683,434)	(213,367)	1,078,389	906,662
Highway-SRFs	1,962,633	1,829,478	1,962,633	1,962,633	2,411,365	3,527,033	3,814,585	3,777,994	3,787,239	2,941,901	2,106,908	967,499	583,523	669,610
Highway-ISF	6,317,007	5,632,538	6,317,007	6,317,007	6,088,809	6,021,658	5,806,035	5,713,111	5,417,879	4,798,862	4,645,323	5,058,113	5,906,899	6,602,391
Solid Waste	102,437	81,807	102,437	102,437	111,673	100,000	(477,300)	(559,936)	(716,735)	(604,988)	(1,397,987)	17,380	72,122	152,528
Debt Service Fund	410,911	606,112	410,911	410,911	269,264	267,392	267,369	212,750	228,574	321,901	286,555	190,839	93,529	4,537
Health & Dental Insurance	474,761	294,065	474,761	474,761	505,928	750,307	641,762	194,900	140,137	365,146	566,866	734,261	850,171	1,018,068
<b>Fund Balances (Unrestricted):</b>														
General	6,128,071	7,315,044	6,128,071	6,128,071	4,543,200	4,250,536	3,755,043	4,036,106	3,905,286	1,781,161	471,876	4,873,885	4,645,341	3,539,271
Human Services	(362,594)	715,295	(362,594)	(362,594)	(1,239,919)	(1,344,392)	(1,173,732)	(834,588)	(963,212)	(350,373)	(757,159)	(287,042)	994,160	830,844
Highway-SRFs	1,962,633	1,829,478	1,962,633	1,962,633	2,411,365	3,527,033	3,814,585	3,734,003	3,787,239	2,941,901	2,106,907	967,499	583,523	669,610
Highway-ISF	2,658,183	1,912,849	2,658,183	2,658,183	3,665,332	2,901,847	2,596,335	2,341,483	1,141,208	919,056	475,591	443,874	1,100,301	1,246,646
Solid Waste	102,437	81,807	102,437	102,437	111,673	100,000	(922,237)	(1,121,859)	(1,657,160)	(1,793,829)	(2,689,809)	(1,432,633)	(936,374)	(1,344,569)
Debt Service (available for Debt Service)	410,911	606,112	410,911	410,911	269,264	267,392	267,369	212,750	228,574	321,901	286,555	190,839	93,529	4,537
Health & Dental Insurance Funds	474,761	294,065	474,761	474,761	505,928	750,307	641,762	194,900	140,137	365,146	566,866	734,261	850,171	1,018,068
<b>Health Insurance</b>														
Rate increase		3.00%	4.50%	6.00%	3.27%	0.00%	10.27%	10.03%	-3.01%	0.00%	5.02%	0.00%		
Significant plan changes?		No	No	No	No	No	No	Yes	Yes	Yes	Yes	No	No	No
Co Pay-NR-Family		15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Co Pay-NR-Single		15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	10.00%	10.00%	5.00%	3.00%	3.00%
Co Pay-Union-Family		15.00%	15.00%	15.00%	15.00%	15.00%	14.00%	13.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Co Pay-Union-Single		15.00%	15.00%	15.00%	15.00%	15.00%	14.00%	13.00%	10.00%	10.00%	5.00%	5.00%	3.00%	3.00%
<b>Dental Insurance</b>														
Rate increase		0.00%	2.50%	0.00%	0.00%	0.00%	0.00%	1.00%	0.00%	0.00%	0.86	0.93	0.86	0.92
<b>Workers Comp MOD rate</b>														
Rate increase		0.96	0.95	1.12	0.82	0.89	1.13	1.09	1.03	0.85	0.86	0.93	0.86	0.92

## **Holidays for Jailers**

**For the purpose of this Agreement, Holidays include:**

January 1	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	December 24
July 4	December 25
Labor Day	December 31

**HOLIDAY Pay:** Each current employee will earn eight (8) hours of Holiday Pay on the date each Holiday listed above occurs.

**WORK ON HOLIDAYS:** An employee who is scheduled to work on a holiday shall receive time and one-half. All other employees working on a holiday shall receive double time.

**EASTER SUNDAY:** Any Jailer/Dispatcher who works on Easter Sunday shall receive eight hours of holiday pay. Any employee who is scheduled to work on Easter Sunday shall receive time and one-half. All other employees working on Easter Sunday shall receive double time.

**ABSENCE PRIOR OR SUBSEQUENT TO HOLIDAY:** Any unauthorized absence prior to or subsequent to a holiday will result in the loss of eight hours holiday pay in addition to any other discipline authorized or permitted under the terms of this Agreement.

If this is accepted it should be inserted into the County Personnel Policy in Chapter 5 Page 2 Section C. Current language specific to Jailer/Dispatchers should be removed.

**Personnel, Advisory, and Legislative Committee Meeting Agenda**

**Administrative Center**

**May 14, 2014 - Amended**

**Conference Room - Admin**

The meeting was called to order by Chairman Ron Heuer at the Administrative Center at 11:00 A.M. on May 14, 2014 at 11:00 A.M. Members present: Chairman Ron Heuer, Tom Romdenne, Kaye Shillin, Linda Sinkula John Pagel, Bob Weidner and Bruce Heidman. **Excused:** Lee Luft and Larry Kirchman. Also present: Ed Dorner, Bob Gaefinkel, Joy Krieger, Scott Bortolini, Todd Every, Sandy Winnemuller, Lynn Utesch, John Pabich, Jennifer Brown, Lynda Cochart and William Iwen.

Linda Sinkula was elected as Vice-chairman followed by Kaye Shillin as Secretary.

Following a lengthy discussion, the committee approved a fifteen member Kewaunee County Karst Groundwater Quality Protection Task Force. Andy Wallander will send out a letter and application form, which is to be returned by June 6<sup>th</sup>. Approval of committee members will be done at the June 10<sup>th</sup>. Land and Water Committee Meeting. A roster should be in place by July 8<sup>th</sup>.

Because of the nuclear plant closing, during the next five years the financial impact will be great. There will be a shortfall of approximately two million dollars. We have the fifth highest tax rate in Wisconsin. We don't want to increase taxes. After discussion, a change in the hiring policy was agreed on. A motion was made by Bob Weidner and seconded by John Pagel to require approval of the Personnel Committee prior to hiring for any county position. Motion carried.

After discussion, it was decided to have a prayer said at the opening of all county board meetings. Board members will be asked to was volunteer for this.

Discussion took place regarding payments to public libraries in adjacent counties. The bill this year was \$53,000, while last year it was \$60,000. It was decided to continue to educate the public by including information in the tax notices with the costs stated.

It was decided to form a Dominion Task Force Sub-Committee of the Personnel Committee to deal with issues regarding Dominion. Members chosen are: Bob Weidner, Jeff Wisnicky, Lee Luft, Ron Heuer and Ed Dorner. A motion was made by Kaye Shillin and seconded by Tom Romdenne to okay this new committee. Motion carried.

Discussion took place regarding an Employee Performance Base Evaluation System. Some things to consider are using counties that compare with Kewaunee County on equalized value, similar positions, longevity, etc. After obtaining further information, this will be brought up at a future meeting.

Tourism in Kewaunee County was discussed. It was stated that the Kewaunee Economic Development Corporation is a valued asset. They have been involved with the Revolving Loan Committee and their work has helped an increase in visitor spending.

It was reported that at the last Finance Committee Meeting insurance issues were discussed regarding changes that could be made. We have 49 single plans and 106 family plans. Employees

**MINUTES**

**PERSONNEL COMMITTEE**

**Sept. 17, 2014**

The Personnel Committee meeting was called to order by Chairman Ron Heuer at 10:45 AM on Sept. 17, 2014 at the Administration Center.

Present: Ron Heuer Larry Kirchman Bruce Heidmann John Pagel Bob Weidner  
Lee Luft Linda Sinkula Kaye Shillin Tom Romdenne

Also present: Gary Paape Todd Every Matt Payette Jeff Wisnicky Ed Dorner

Committee discussed the hiring freeze policy as it relates to seasonal and LTE personnel. Moved by Weidner second by Heidmann to amend the existing hiring freeze policy by removing seasonal and LTE personnel from the policy. (Policy is applicable to part time and full time personnel). Motion carried.

The Committee considered a recommendation from the Highway Committee to eliminate the shop superintendent position. Moved by Weidner second by Pagel to accept the recommendation of the Highway Committee to eliminate the shop superintendent position as soon as practical. After discussion it was moved by Weidner second by Pagel to change the words "as soon as practical" to "within the next 30 days".

Moved by Heidmann second by Sinkula to table the issue until the Schenck report is completed. Motion failed.

The Chairman called for a vote on the amended motion by Weidner/Pagel to eliminate the shop superintendent position within the next 30 days. Motion

carried: ~~7~~ yes <sup>6</sup> ~~2~~ no <sup>3</sup>

Moved by Heidmann second by Luft to accept the recommendation of the Finance Committee to set the 2015 premium contribution for health insurance at 85% employer paid and 15% employee paid. Payment splits to be effective 1-1-2015. Motion carried. (Law Enforcement personnel will remain at 90/10)

Moved by Luft second by Sinkula to approve the 2014 union contracts for Local 2959 and Local 2959A. Contracts will maintain status quo (no pay increases) and maintain the current step classification. Motion carried.



**Kewaunee County**  
**EXECUTIVE COMMITTEE MEETING**  
**MINUTES**

December 6, 2021 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 6:00 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, Virginia Haske, Linda Teske, Tom Romdenne, Scott Jahnke, Aaron Augustian. Members Excused – Kim Kroff, John Mastafir. Others Present – Matt Joski, Becky Deterville, Jeff Wisnicky, Scott Feldt, Paul Kunesh.

**Approve December 6, 2021 Agenda:** Augustian moved, Jahnke seconded to approve the agenda. Motion carried.

**Approval of November 1, 2021:** Paape moved, Haske seconded to approve the November 1, 2021, minutes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report:** Feldt reviewed the report with the committee. No questions.

**Approval of Filling Position Vacancies**

Feldt indicated that with each position vacancy, he reviews the duties and responsibilities of the position to determine if duties can be consolidated, reassigned or eliminated to try and keep staffing levels at their current level or below.

**Account Clerk II – Highway:** Paape moved, Romdenne seconded to approve the filling of the position. Motion carried.

**Highway Worker – Highway (2 positions):** Augustian moved, Paape seconded to approve the filling of the position. Motion carried.

**Social Worker – Human Services (2 positions):** Jahnke moved, Haske seconded to approve the filling of the position. Motion carried.

**Assistant – Clerk of Courts:** Haske moved, Augustian seconded to approve the filling of the position. Motion carried.

**Investigator – Sheriff:** Teske moved, Augustian seconded to approve the filling of the position. Motion carried.

**Radio Operator/Jailer (2 positions):** Jahnke moved, Haske seconded to approve the filling of the position. Motion carried.

**Patrol Officer – Sheriff:** Romdenne moved, Augustian seconded to approve the filling of the position. Motion carried.

**Child Support Manager:** Haske moved, Romdenne seconded to approve the filling of the position. Motion carried.



#### **Discussion – Future Staffing**

**Potential Resignations (HS Director, Corp. Counsel):** Feldt informed the committee that additional position recruitment may need to take place if Wisnicky is successful in his campaign for county judge. This would require 2 Department Head positions to be filled. In addition, there could be other retirements and resignations that require the finding of candidates to fill those positions.

**Additional Jail Staff:** Feldt informed the committee that the proposed jail facility will require additional staff. There is still some discussion as to how many staff will be required, but Feldt assured the committee that additional staff will be required.

**Rescinding of Hiring Freeze Resolution:** Feldt provided the background as to the approval of the hiring freeze policy in 2014. Feldt then reviewed the memo to the committee which outlines the reasons he is recommending the rescinding of the policy. Feldt explained that the policy was approved in 2014 in response to the closing of the nuclear plant, that issue has passed. The current personnel policies provide sufficient protections to prevent unauthorized hiring of employees. The hiring freeze policy delays the recruitment process which has a negative effect in hiring staff. Finally, the policy is not being followed as the recruitment and hiring of employees has taken place prior to the committee giving official approval. The Board Chair and Committee have given "unofficial" approval to fill vacant positions and hire staff before a vote has been taken. Discussion followed to clarify what the current personnel policies state. There was also discussion as to whether the current hiring freeze policy is effective. Augustian moved, Haske seconded to rescind the hiring freeze policy. Motion carried 4-2 with Augustian, Haske, Janhke and Teske voting aye and Paape and Romdenne voting nay.

**Approval of Agreement & Promissory Note – Bug Tussel Wireless:** Feldt provided a draft of the agreement with Bug Tussel Wireless in relation to the 2021 Broadband Expansion Grant award. The agreement stipulates that the County will loan \$2.2 million to Bug Tussel to install fiber to the towers in the northern half of the county. These funds will be repaid with interest over 12 years. Feldt indicated that the current draft states the interest rate as 3% but it will likely be a little bit lower (2.8%) as the interest cost of debt is lower. Bug Tussel has agreed in principle and the final agreement will be provided at the County Board meeting on December 21. Romdenne asked how the loan will be funded. Feldt responded that it was his intent to utilize ARPA dollars as a broadband project like this is eligible. This allows the county to not use funds from the Economic Development Fund for this project and instead, could be used for a different project. Haske moved and Paape seconded recommend the agreement to the full board. Motion carried.

**Next Meeting:** Paape moved and Romdenne seconded to schedule January 3, 2022 at 6:00 p.m. for the next meeting. Motion carried.

**Adjournment:** Romdenne moved, Haske seconded to adjourn the meeting. Motion carried. Meeting adjourned at 6:47 p.m.



**KEWAUNEE COUNTY**  
**ADMINISTRATOR**  
*Scott Feldt*

---

**MEMORANDUM**

---

**DATE:** December 6, 2021  
**TO:** Executive Committee Members  
**FROM:** Scott Feldt, County Administrator  
**RE:** Rescinding of the Hiring Freeze Resolution

---

In 2014, Dominion Energy announced that a decision was made to decommission the nuclear plant in Kewaunee, Wisconsin. The news had a profound effect on the community as a number of well-paying jobs were to be lost.

The Personnel Committee approved a so-called "hiring freeze" in July of 2014. The hiring freeze provides:

*Because of the nuclear plant closing, during the next five years the financial impact will be great. There will be a shortfall of approximately two million dollars. We have the fifth highest tax rate in Wisconsin. We don't want to increase taxes. After discussion, a change in the hiring policy was agreed on. A motion was made by Bob Weidner and seconded by John Pagel to require approval of the Personnel Committee prior to hiring for any county position. Motion carried.*  
*PAL Minutes July 2014.*

The hiring freeze was modified in September of 2014 as follows:

*Committee discussed the hiring freeze policy as it relates to seasonal and LTE personnel. Moved by Weidner seconded by Heidmann to amend the existing hiring freeze policy by removing seasonal and LTE personnel from the policy. (Policy is applicable to part time and full time personnel). Motion carried.*  
*PAL Minutes September 2014.*

The hiring freeze prohibits all hiring of Kewaunee County employees unless approved by the Personnel Committee. The only exception is budgeted seasonal and LTE personnel. This means a Department Head may not fill a vacancy in his office internally or otherwise until the Personnel Committee provides authorization. The hiring freeze does not affect contracted employees or services for the reasons stated above.

This policy is still in effect today. I am requesting the hiring freeze directive be rescinded. Seven years have passed since the resolution has passed and I believe the policy no longer serves its purpose and has become a hindrance to employee recruitment. Following are four main reasons to rescind the policy.

**1) The reason for the resolution and policy has since passed**

In 2014, it was unclear what financial impacts the decommissioning of the Kewaunee Power Station would have on county budgets. Kewaunee County has weathered the economic downturn and we are on a solid financial footing.

**2) The current Personnel Policies provide sufficient guidance and safeguards**

The existing personnel policies provide clear as to the process of filling current vacant positions. Vacant positions that are budgeted must receive Administrator approval before positions may be filled. Positions which are supervisory/managerial must receive Executive Committee approval to be filled. The creation of any new county staff position must receive Executive Committee approval. Temporary and contract positions do not require Executive Committee approval. As Administrator, I review staffing needs before approving the filling of any position.

**3) Delays the employee recruitment process**

To fill staff vacancies, it is important to begin the recruitment process in an expedited manner. The Executive Committee meets monthly. Because of this, a delay of several weeks can occur. This delay can cause staffing issues including overtime and work backlogs. If a position is determined to be needed, delaying its recruitment serves no purpose.

**4) The process has not been adhered to consistently**

The policy states that ALL positions must receive committee approval, whether budgeted, unbudgeted, temporary, or permanent. This policy has not been followed as the Committee (and Board Chair) past and present have given unofficial approval numerous times to move forward with the recruitment process even though the Committee has not voted officially to approve the filling of the position.

## APPROVAL TO FILL A POSITION VACANCY

	Dept Head	County		Oversight		Personnel		County Board	Notes
		Admin	Comm	Comm	Comm	Comm	Board		
Department Head		YES	YES	YES	YES	YES	YES	NO	
Supervisor/Manager*	YES	YES	YES	YES	YES	YES	YES	NO	
Vacancy to be filled <i>within</i> dept	YES	YES	NO	NO	NO	NO	NO	NO	
	YES with County Admin approval								
Vacancy to be filled <i>outside</i> dept		YES	NO	NO	NO	NO	NO	NO	
Limited Term Employee (LTE)**	YES	YES	NO	NO	NO	NO	NO	NO	
Seasonal Employee**	YES	YES	NO	NO	NO	NO	NO	NO	
Contract Employee***	YES	NO	YES	YES	YES	NO	NO	YES	
Job Descriptions****	YES	YES	YES	YES	YES	YES	YES	NO	no approval needed if description has not changed
Salary Range	NO	YES	NO	NO	NO	YES	YES	YES	Yes if position changes Salary Schedule II

**ALL NON-BUDGETED POSITIONS MUST OBTAIN APPROVAL FROM COUNTY ADMINISTRATOR, PERSONNEL COMMITTEE, FINANCE COMMITTEE AND COUNTY BOARD**

\* Supervisor limited to Dept heads, human service managers, Sheriff Dept lieutenants, highway patrol superintendent and highway office manager

\*\* LTE and Seasonal Employees are not subject to the hiring freeze (pursuant to PAL motion Sept 2014)

\*\*\* Oversight Committee and County Board approve all written contracts, so this approval likely applies to contract employees

\*\*\*\* Oversight and Personnel Committees approve job descriptions (pursuant County Board Rules of Order)

## Appendix F Remote Work Policy

### 2.10 Ashland County Remote/Flex Work

#### 2.10.1 Policy

Ashland County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location.

Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Ashland County considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others.

#### 2.10.2 Purpose

To enable staff and management to deliver high quality customer service, meet county goals, and balance personal and professional responsibilities. The ability to work remotely is also purposeful in attraction, recruitment, and retention of future and current employees.

To provide employees with the minimum guidelines needed to incorporate remote work within a specific position or department. Department Heads and Supervisors are encouraged to define any additional work rules that would be necessary to make remote work successful.

#### 2.10.3 Definitions

Non-Exempt Vs. Exempt: *Exempt* employees are exempt from receiving overtime pay per standards set by the U.S. Department of Labor and are oftentimes referred to as salaried workers. *Non-Exempt* employees must be paid for all hours worked according to standards set by the U.S. Department of Labor and are oftentimes referred to as hourly workers.

Broad Band Internet: Any high-speed internet access that is always on and faster than dial-up access over traditional analog services.

Health Insurance Portability and Accountability Act (HIPAA): Legislation that provides security provisions and data privacy in order to protect individuals' medical records and other personal health information.

Personally Identifiable Information (PII): Any data that could potentially be used to identify a particular person such as full name, social security number, driver's license number, bank account number, or email address.

Ergonomic Self-Evaluation: Assessment used to assist in ensuring a safe and comfortable working space.

#### 2.10.4 Eligibility

The determination that a position may or may not be appropriate for a remote work arrangement is made on a case-by-case basis at the department level with approval from the department head or designee.

Departments evaluate whether a position is suitable for remote work based on the nature of the work that is being performed.

Generally, requests to work remotely should be considered when:

- The employee's duties can be fulfilled within the remote work structure.
- Working remotely fits with the needs of the department and county goals.
- Remote work provides for space savings or increased productivity.
- The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quality and quantity of work while working remotely.
- The department can maintain quality of service for clients, employees, and members of the community.
- When balance or flexibility is needed to encourage employee retention.
- When remote supervision can be provided to ensure productivity.
- When a public health emergency is declared

Generally, requests to work remotely should Not be considered when:

- The job requires the employee's physical presence at a designated location or site.
- Remote work would impair the department's efficiency.
- The employee's current job duties require frequent supervision, direction or input from others who are onsite.
- The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
- The employee has a documented attendance problem.
- Remote work would decrease access to county staff by citizens

### **2.10.5 Expectations**

Employees who work remotely must comply with all Ashland County policies and department work rules.

Employees who work remotely may be expected to have regularly scheduled work hours, to be fully accessible during those hours, to attend necessary meetings and appointments in person, and be in the office as needed for office absences to maintain coverage.

Non-Exempt employees who work remotely are required to report their work hours and take required rest breaks and meal periods. Time sheets will be required.

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

Employees must provide broad band internet access from their home at their own expense. Depending on the employee's position a minimum broadband amount may be

required.

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 remote work location.

In-person meetings with clients and or visitors conducting business with Ashland County will not be held at the employee's home that is working remotely.

It is the responsibility of the employee's direct supervisor to ensure that quality services continue to be delivered at an equal or improved level of timeliness and efficiency. This may include daily logging of work and deliverables.

It is up to the Department Head to determine whether remote work is required or voluntary. Remote work is not a guaranteed employment benefit.

Remote workers need to be able to report to County offices within 24 hours of being requested.

Remote workers will be expected to take paid leave if they are not able to perform their duties due to illness or caring for others, as any other employee does.

#### **2.10.6 HIPAA (Health Insurance Portability and Accountability Act)/PII (Personally Identifiable Information)**

Employees in a remote work arrangement must comply with all Ashland County policies and procedures concerning the handling of Protected Health Information, Personally Identifiable Information, as well as use of computers, internet and email.

It is expected employees fully review and are familiar with the above-mentioned policies.

Employees will limit consumer specific information in their possession outside of County offices to the extent necessary to perform their duties and will not discuss confidential information in public locations.

The remote worker's signed Ashland County Employee Policy Manual, Confidentiality and Ethics Agreement, and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while working remotely.

#### **2.10.7 Travel Expenses**

A remote worker is entitled to mileage reimbursement as indicated by the Internal Revenue Service:

- 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 remote worker.
- This rule also applies to the last trip of the day from another location for the purpose of work to the home.
- 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.

### **2.10.8 Safety and Liability**

Employees working remotely must have a safe and ergonomically correct workspace.

Employees regularly working remotely must conduct an ergonomic self-evaluation of their remote work location and review with their supervisor prior to beginning their remote work.

Employees without a designated remote work site, or that travel to a variety of different locations or sites may not require that an assessment be completed. It will be the responsibility of the remote worker's supervisor to determine whether the employee self-assessment is required.

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

Injuries sustained by the employee while at the remote work location and in conjunction with his or her regular work duties are normally covered under Ashland County's workers' compensation policy.

Employees working remotely are responsible for notifying the Department Head of such injuries in accordance with Ashland County's Workers Compensation Policy.

By participating in the remote work arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the remote work location.

### **2.10.9 Equipment**

The IT Department will work with departments to develop a standard list of equipment. This standard equipment list will be reviewed as needed and adjusted to meet the needs of all workers as a group. Limited exceptions may be reviewed on a case-by-case basis.

All equipment provided by Ashland County will remain the property of Ashland County and is subject to the same business use restrictions as in office equipment.

When a remote employee experiences technology or equipment issues with Ashland County owned property that cannot be resolved remotely, it is the responsibility of the employee to bring their equipment to a location designated by IT for repair. Requests for repair must be submitted in a timely manner. County will not provide IT support for privately owned equipment. Not all remote workers will have County issued equipment due to budget limitations. The County is not in a position to deploy laptops to all employees who are requesting remote work status. Employees who request remote work ability that don't have a County laptop or their own personal computer, and need one to perform their job duties, will not have the ability to work remotely. As the County approves budgets in future years, consideration will be given to increasing the number of laptops available for remote use.

The remote worker will sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft.

Upon termination of employment, all Ashland County property must be returned to the County by the employee's final day of employment.

### **IT requirements**

Remote access must be strictly controlled by the use of unique user credentials to access Ashland County systems.

Remote access passwords are to be used only by the individual to whom they were assigned and may not to be shared.

All remote access connections that utilize a shared infrastructure, such as the Internet, must utilize some form of encryption. Ashland County IT will determine the best method for remote access and install/setup as necessary.

Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.

All hosts that are connected to Ashland County networks via remote access technologies must have up-to-date anti-virus software implemented.

All hosts that are connected to Ashland County internal networks via remote access technologies must have current operating system security patches installed.

Personal equipment that is used to connect to Ashland County's networks must meet the requirements of Ashland County-owned equipment for remote access.

### **2.10.10 Agreements and Request Process**

A remote work agreement between the remote employee and the department is required and will be placed in the employee's personnel file.

The Remote Work Agreement may be modified or terminated any time, with appropriate

notice.

Normally, at minimum, a 30-day notice should be provided whenever possible in advance of ending or changing the agreement. Possible examples that may require less notice may include but are not limited to:

- Remote employee is not performing at the minimum expected level.
- Remote employee is no longer able to meet the expectations of the Remote Work Agreement and requires immediate action.
- Needs of the department/County require an employee to work from the office.
- Needs of the County to limit employee access to county buildings.

In all cases, remote work agreements must be renewed annually.

Employees that wish to work remotely shall complete the following request process:

- Discuss with supervisor whether remote work is a viable option.
- Complete the Remote Work Request Form (as required by the supervisor or Department Head).

If remote work request is approved, complete the Remote Work Agreement, IT equipment checklist, and Ergonomic Self Evaluation.

### **Work from Home/Telecommuting Policy**

Working from home is a great privilege built on trust and thus carries great responsibility. To be successful at working from home, individuals must understand this responsibility and take it seriously. In addition, employees must possess self-motivation and be disciplined to stay on task. The opportunity to work from home will not be available to all positions.

1. Approval to work from home is an operational decision made at the discretion of the Department Head with approval from the HR Director, with the final determination being made by the County Administrator.
2. Employees granted approval to work from home may do so on a three month rolling period with approval from their Supervisor, Department Head, HR Director and County Administrator. Employees must complete and maintain on file an accurate Telework Request form. Telework schedule renewals may be allowed provided work accomplishment goals are met and no performance issues have been observed and said telework schedule meets the needed staffing coverage and operational needs of the department. Employees should fully expect and understand that the telework schedule may be changed by the Employer at any time, with or without advance notice. County Administrator approval is required if the telecommuting location request is not the employee's primary residence.
3. Employees will be required to work on-site from their County provided office space at least one (1) day per week effective 5/1/2021; at least two (2) days per week effective 9/13/2021; and at least three (3) days per week effective 1/31/2022; unless otherwise approved. The employee will be required to be on-site for Department or required meetings unless virtual attendance is allowed. Employees entering into a telework agreement may be required to forfeit use of a personal office space or workstation. In the event that an entire floor or large area/number of offices can be vacated to create building cost savings, an exemption to the on-site per week requirement may be allowed with County Administrator approval.
4. Any employee who is currently on a Performance Improvement Plan, or who has been on a Performance Improvement Plan or issued discipline within the past two years will not be eligible to work from home.
5. Employees with less than 12 months of uninterrupted employment with Barron County may not be eligible.
6. The employee and supervisor will work together to stay informed on workload, projects, deadlines, upcoming assignments, etc. Any employee who does not meet their required work assignments will not be allowed to work remotely or will not be allowed to continue to work remotely.
  - A. Employees will communicate in-advance with their supervisor their anticipated normal daily work schedule, at least 2 weeks in advance unless additional notice

is needed by the Department Head. At the discretion of the Department Head, a more strict notice requirement may be required.

- B. With Department Head approval, an employee may request to begin work as early as 6am or end work as late as 6:30p. The core business hours of the County remain as M-F 8a-4:30p. County Administrator approval is required if requesting a schedule outside of these extended hours.
- C. All Telecommuting employees, regardless of whether exempt or non-exempt under the Fair Labors Standard Act will be required to record all hours worked on their timesheet as designated by Barron County personnel handbook policy language. Hours worked from home shall be noted as "Telework" on the timesheet in the Comments section.
- D. Hours worked in excess of the standard schedule by non-exempt employees will continue to require advance approval from the employee's supervisor.
- E. Telecommuting employees will note availability on their calendar
- F. Telecommuting employees may not conduct any face-to-face meetings in their homes.
- G. Telecommuting employees are expected to have their phones transferred so they can take calls as they come in.
- H. Telecommuting employees are expected to receive and respond to communications (telephone/email/etc) timely from co-workers, supervisors, etc unless they have made arrangements ahead of time with their supervisor to have protected time dedicated to a project or task.
- I. In the event it becomes impossible for the employee to work due to loss of internet connection/equipment malfunction,etc, the employee will return to the physical worksite. Mileage to the worksite is not reimbursable. Time spent travelling to the work site is not compensable.
- J. A quiet, distraction free location to conduct county business is required.

7. An appropriate and secure work area will be established by the employee at their home, prior to requesting to work remotely, and subject to inspection by County personnel. The County reserves the right to require the employee to make necessary changes for hazards, slips, trips, falls, etc. Barron County will not be responsible to modify or improve the employees at-home work area or required technology connectivity. Barron County will supply the employee with appropriate office supplies such as pens, pencils, paper, stapler, etc. The telecommuter understands that Barron County expects that appropriate security measures will be adhered to at all times in their home office setting including protection of proprietary, confidential, HIPAA protected (as required), customer related confidential information, and that the employee will actively adhere to these standards. All IT and/or HR policies not specifically referenced in this document will be applicable to this policy and remain in effect.

8. Telecommuting is not designed to be a replacement for appropriate child care. The focus of the arrangement must remain on job performance and meeting County business demands.

Telecommuters are to discuss with their supervisor the expectations of working from home with family members present.

9. Prior to an employee being granted the ability to work from home, a proper and adequate internet connection will be verified by the IT Department.
  - A. The Barron County IT Department will determine what County equipment will be issued to the employee. Equipment supplied by Barron County will be maintained by Barron County. Any requests for "specialized" equipment will be approved by the Supervisor, IT Department and Administrator.
  - B. Any equipment supplied by the employee will be maintained by the employee.
  - C. An inventory of equipment supplied to the employee will be maintained by the IT Department.
  - D. All equipment will be used for County business purposes only.
  - E. Upon termination of employment, all county property will be returned no later than the last day of employment, unless arrangements are made with the Department Head.
  
10. Working from home is a privilege, not a right. The County reserves the right to rescind an employee's ability to work from home at any time and for any reason. This rescission may occur by the Supervisor, Department Head, HR Director or County Administrator.
  
11. It is the expectation that when working from home, all paid time is spent on County business and applicable break times are adhered to and noted on the timesheet. If at any time, productive County business is not available, the employee shall not remain in paid status. Timesheets are to accurately reflect the actual time worked.
  
12. Interpretation of this Policy shall be at the discretion of the County Administrator. In the absence of the Administrator, the HR Director and then Corporation Counsel shall be granted discretion to interpret application.
  
13. Violation of any terms of this policy are considered very serious and will not be tolerated. Employees should expect immediate revocation of any continued work from home opportunity along with discipline, up to and including termination of employment for infractions.
  
14. Telecommuting employees shall maintain professional dress and grooming as required on-site and be able to leave their home within 10 minutes if called into work.
  
15. Telecommuters are to maintain proper ergonomic safety to include:
  - Use chair equipped with back support and padding.
  - Sit with back and shoulders straight.
  - Keep feet flat on floor. If desk height requires you to sit higher up, use foot rest.
  - Keep elbows, waist and knees as close to 90 degrees as possible.

- Position monitor(s) 20-30 inches from face, centered straight ahead. Eye level should fall at the top third of the screen.
- If using dual monitors, monitors should be evenly split on the desktop.
- Every 20 minutes, look at an object at least 20 feet away for at least 20 seconds.
- Keep keyboard in tight. Avoid leaning on the desk with forearms.

16. It is the expectation that employees function safely when working from home. Worker's compensation may or may not cover illness/injuries occurring at home.

17. Telecommuters may not conduct any consumer meetings in their homes. Barron County is not liable to third parties for injuries or property damage occurring at the employee's home. Telecommuters remain responsible for such injuries and damages and should consult their homeowners or renters insurance provider to evaluate any personal liabilities. Telecommuters are responsible for submitting any claims for County equipment stolen or damaged while in their homes to their insurance company and for filing a police report if applicable. Telecommuters should notify their supervisor immediately in the event of any damage to or loss of County property or data.

18. 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.

19. A Telecommuter is entitled to mileage reimbursement as indicated by the IRS:

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. This also applies to the last trip of the day from another location for the purpose of work to the home. In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's on-site 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. Reimbursement shall be at the turn-down rate of \$0.25/mile and employees should reference "Telework" on the expense report. (Example: Telework Home to Chetek).

20. This policy may be edited, modified or changed at any time by the County.

Drafted: 3-30-2021

Updated:

Approved by Executive Committee: 4/7/21

[U:\google\google docs\Work from Home Policy.docx](#)

<b>REMOTE WORK POLICY</b>	
<b>Date of Approval:</b> 19/05/2020	<b>Date Policy is Effective:</b> 04/01/2020
<b>Responsible Person:</b> MIS Director	<b>Author:</b> Barbara Scott
<b>Reference:</b> Remote Work Agreement; Richland County Computer Policy & Social Media Policy	<b>Approved By:</b> Richland County Board
<b>Cross Reference:</b>	

**Purpose**

The purpose of this policy is to outline the requirements for approving and administering remote work arrangements.

**Definition**

Working remotely is an alternative work arrangement in which employees conduct their duties from locations other than the office worksite for approved periods. In working remotely, the employee may utilize technology to complete their tasks and communicate with customers, clients, service providers, co-workers, and managers/supervisors. Remote work arrangements are intended to serve as a means of achieving administrative efficiencies, reducing office space congestion, recruiting and retaining a highly qualified workforce by enhancing work/life balance, and mitigating the spread of contagion.

**Policy**

It is the policy of Richland County that approval to work remotely shall be granted on an individual basis by the department head if an employee meets the eligibility criteria, his or her work situation is suited to such an arrangement and it is determined to be a benefit to the county operations.

**Procedure**

1. Types of situations under which a remote work arrangement may be approved include any of the following.
  - a. Work-related circumstances exist in which it is not conducive or efficient for the employee to remain in or return to the office during the work day (e.g. conducting client community visits or attending out-of-area meetings).
  - b. There is a project or task that would best be completed out of the office. The project or task must have clearly defined parameters and result in a deliverable work product.
  - c. A temporary circumstance exists that prevents the employee from being physically present in the office for all or part of a day (inclement weather, caring for a sick child, social distancing during public health threats etc.) and he or she has sufficient work that can be conducted remotely.
  - d. There is routine work that is appropriate to be completed remotely and there is not another need for the employee to remain in the office (e.g. Crisis, Access, supervision, or other office coverage or back-up assistance).
  - e. The Department operates on a non-county but governmental computer system and the host agency is giving policy directives regarding remote work/telecommuting.

2. Employee Eligibility Criteria for Remote Work Arrangement

- a. Before approving remote working arrangements, the department head shall assure that there is adequate staffing coverage in the office to meet the program and public needs including the ability to respond to critical or emergency situations.
- b. The department head shall verify the following and approve the employee to work remotely.
  - i. One or more of the conditions outlined in section 1. exists and warrants the employee working remotely;
  - ii. The employee has the necessary capabilities to work independently and manage the unique requirements of off-site work arrangements;
  - iii. The remote setting has the needed infrastructure and technology capabilities to support the remote work (i.e. county computer, high speed internet connection, and appropriate workspace).
- c. The remote work arrangement has been documented into an agreement that outlines the timeline, parameters of the arrangement, and expected outcome or deliverable work product.

3. Remote work arrangements may be approved as a single occurrence or as an ongoing arrangement.

- a. Single Occurrence Remote Work Arrangement. A single occurrence remote work arrangement involves a solitary or short-term situation. It may not be ongoing.
  - i. Single Occurrence Remote Work Agreement may be documented in an email. The agreement shall include the following headings under which the relevant information so as to assure that all elements have been addressed.
    - 1. Type and scope of work that will be completed describing the work product or outcome of such work. Examples of completed deliverables may include: completed court report for specified client(s); completed grant application; completed documentation for specified client(s); completed specified project.
    - 2. The time frame that is approved to work remotely. Examples include: from 9:00 – 3:00 on May 4<sup>th</sup>; full work day on May 4<sup>th</sup>; or up to 10 hours between May 4<sup>th</sup> to May 25<sup>th</sup>.
    - 3. A final reply to the email from the department head indicating approval and the employee indicating agreement.
- b. Ongoing Remote Work Arrangement. An ongoing Remote Work Arrangement involves a long-term agreement that is open-ended and continuous for a set period of time.
  - i. In order to be approved for an ongoing remote work arrangement, an employee have consistently demonstrated the following capabilities.

1. Comprehensive knowledge of position responsibilities and possesses the skills necessary to independently fulfill those responsibilities;
  2. Time-management and organizational skills with a demonstrated ability to meet program requirements and deadlines;
  3. Dependability in meeting attendance standards and independently following through on projects and work assignments;
  4. Consistent and timely communication with consumers, service providers, co-workers, and supervisors;
  5. Consistent achievement of work productivity requirements and goals;
  6. Strong problem-solving and prioritization abilities;
  7. Effective performance with less structure and more independence and without the need for regular direct supervision;
  8. Demonstrated computer skills sufficient to work independently at an alternate worksite;
- ii. A formal Remote Work Agreement (Remote Work Agreement) is required for remote work arrangements and may specify the following:
1. The understanding that the alternate worksite is considered an extension of the county and that during the hours that the employee is performing work functions all agency policies and procedures are still applicable;
  2. The agreed upon work schedule;
  3. The expectation of availability during work hours;
  4. The expectations for conducting meetings with other employees, professionals, and clients;
  5. The understanding that employees may be required to attend in-office trainings and meetings as determined by the supervisor;
  6. The expectation for maintaining confidential information; and
  7. The expectation to make arrangements to assure that non-work related responsibilities (i.e. childcare or dependent care) do not interfere with work responsibilities during dedicated work hours.
  8. The expectation that employees may be required to perform remote work outside of routine office hours to preserve bandwidth.
- iii. The formal ongoing Remote Work Agreement shall be signed by the employee and the department head; and shall be maintained in the employee's personnel record.

- iv. The department head/supervisor shall regularly review the remote work arrangement in order to determine if it is appropriate and effective to continue.
- v. The Remote Work Agreement shall not extend for longer than the calendar year and if it is to continue may be renewed annually.
- vi. At their sole discretion, the department head/supervisor may terminate the Remote Work Agreement which will result in the employee returning to the routine office worksite arrangement. Such a decision is not considered disciplinary.

#### 4. Work Hours

- a. The department head/supervisor shall approve the number of hours that may be spent working remotely by the employee.
- b. Unless otherwise approved by the department head/supervisor or documented in the remote work agreement, the employee shall be expected to work normal work hours (8:00 AM to 5:00 PM) from the remote location.
  - i. The department head/supervisor may approve the employee to work reduced core hours in which he or she must be available to the manager/supervisor and coworkers. The remaining hours may be worked during nontraditional times of the day or night.
- c. Existing personnel rules regarding leave, hours of work, scheduling work, travel policies, and overtime shall apply to remote working employees.

#### 5. Existing County and departmental personnel rules regarding leave, hours of work, scheduling work, travel policies, and overtime shall apply to working remotely.

- a. Any changes in work hours shall be approved in advance by the department head/supervisor, including requests for flex time, overtime, comp time or other leave time.
- b. If the employee is unable to work due to illness, he or she shall report the need to be absent from work to his or her supervisor and shall use leave time as appropriate.
- c. If the travel begins or ends at the employee's home while working remotely, travel time and mileage shall be calculated from the work site or home, whichever is less.
- d. Employees who are working under a remote work arrangement shall continue to attend required in-office meetings and trainings as determined by the supervisor.

#### 6. Remote Work Setting

- a. The employee shall be responsible for establishing and maintaining a designated, safe, secure and adequate workspace at the alternate worksite that is conducive to meeting his or her position responsibilities.
- b. The employee shall be responsible to maintain a workplace in a professional and secure manner that is free from health or safety hazards.
  - i. The employee shall be required to allow a member of the management staff to inspect the remote worksite with a minimum of a 24-hour notice in order

to ensure adequate health, safety, and security conditions, and to inspect organization equipment.

- c. The employee shall avoid work that is not normally part of the job when working at the alternative worksite (i.e. heavy lifting), and for taking normal precautions to avoid accidents.
- d. The employee shall immediately notify his or her supervisor of any injury while working. After an injury, the supervisor may visit the alternate worksite to ensure it is safe for continued use.
- e. Health or safety hazards at the alternate worksite may result in suspension of the Remote Work Agreement until such issues are addressed.
- f. No employee engaged in a remote work arrangement shall be allowed to hold meetings with consumers, service providers, members of the public, or co-workers at the alternate worksite if such location is in the employee's home.
- g. An employee that works from an alternate worksite shall comply with the County's privacy and security policies; and shall adequately safeguard and dispose of confidential information as described in the department policies and procedures.
- h. Employees shall make arrangements to assure that non-work related responsibilities (i.e. childcare or dependent care) do not interfere with work responsibilities during dedicated work hours.
- i. Employees shall not be reimbursed for office supplies, furniture, equipment, telephone service fees, internet fees, other fees related to infrastructure/technology, or home owner's or rental insurance at the remote setting unless explicitly approved by their department head.

## 7. Communication and Accessibility

- a. Because communication is critical to successful remote work arrangements, employees shall be as accessible as their on-site counterparts during their agreed upon remote work hours, regardless of work location.
  - i. County-owned cell phones shall be tethered as a "soft phone" on the laptop when working remotely and employees are expected to answer/respond to work calls.
  - ii. Employees without county-owned cell phones are not expected to tether personal cellular phones, however are expected to monitor work-related phone messages and return calls as appropriate.
- b. Communication: Employees shall utilize the various technologies available to them (i.e. telephone, email, and video application software) in order to maintain regular effective communication with supervisors, agency staff, other professionals, and clients.
- c. Schedule: Employees shall post and regularly update their work schedule as directed by the unit manager/supervisor either via email communication or on an Outlook calendar which is shared with the department head/supervisor, co-workers, and other relevant staff.

- d. Meetings and Trainings: Employees shall attend required in-office meetings and trainings as determined by the department head/supervisor. If unable to attend in person, the employee shall also be available to remotely attend scheduled meetings when working off site. This may be done via telephone or use of video calling applications such as Webex, Skype, Zoom, etc.
- e. Leave Time: Employees shall follow the regular practices for notifying department head/supervisors and the office of the need to be absent from work when working remotely.
- f. Time Sheet: The employee shall document all time spent working remotely in the description field of the Time Sheet noting date(s) and hours worked. In compliance with Federal and State Regulations all hours worked will be recorded and compensated by hourly (non-exempt) employees. Failure to properly work within authorized hours or report all hours worked shall lead to disciplinary action.

#### 8. Supplies

- a. Office supplies necessary to complete work assignments should be obtained during the employee's in-office time. Employees shall not be reimbursed for supplies normally available in the office.

#### 9. Information Technology Requirements and Technical Support

- a. Necessary technical support may be provided by the MIS Department in order to maintain software applications, access email, agency networks, and conferencing in order to conduct work responsibilities.
- b. The employee shall consult with the MIS Department to address any technology barriers in accomplishing the project or tasks to be completed remotely. Some requests may require advance notice and approval in order to allow time for any necessary or additional programming that may be necessary.
- c. Some of the equipment and technology that may be provided include:
  - i. Agency Cell Phone
  - ii. Computer/Tablets.
    - 1. All hardware security configurations must be approved by the MIS department to include router assignment if appropriate.
    - 2. Use of the employee's a personal computer is not allowed unless special permission is given by Department Head and MIS Staff.
  - iii. Virtual Private Network (VPN) Connection: Any remote connection that is configured to access the organization's resources shall adhere to the authentication requirements of the MIS Department and must be approved by the department head.
    - 1. VPN access requires approval from the Department Head
    - 2. VPN connection requires a high speed internet connection. Satellite and dial-up are not acceptable forms of connection for this purpose.
    - 3. The VPN shall be disconnected when not in use.

- iv. Video conferencing software applications such as Webex, Skype, Zoom, etc. may be required for communication and meeting participation. Licensing will be paid for by the county.

10. Security and Confidentiality:

- a. Security of client confidential information and documents is an issue whether an employee works remotely or at the office. When the employee possesses confidential information off site, however, there is an even higher level of risk of an unintended or unauthorized breach. The employee must consider other people who may be coming into the remote location to ensure that sensitive information is not disclosed to outsiders in some inadvertent way.
- b. The employee shall comply with all applicable Department and County-wide Information Technology, Security, Privacy, HIPAA, and Confidentiality policies and procedures.
- c. Employees shall maintain the same security procedures at remote location that they employ at the office, including the use of locked cabinets or cases, password maintenance and any other appropriate security measures.

History

Annual Review Date:

# Richland County Remote Work Agreement

The following constitutes an agreement on the terms and conditions of an ongoing Remote Work Arrangement between Richland County & **Enter Employee Name**, henceforth referred to as “the employee.”

## Duration

This Remote Work Agreement shall be in effect from **Enter Start Date** to **Enter End Date**.

This Agreement shall be valid until canceled by either Richland County or the employee. The Agreement may be extended beyond this period if agreed to by Richland County and the employee for a maximum of one year. If extended, this Agreement should be reviewed and modified as necessary, but must be updated at least annually.

## Policies

The employee agrees to abide by all applicable rules, guidelines and policies, including the Remote Work Policy, Departmental Policies, Richland County Management Information Technology policies, and all Richland County employee policies. The employee understands that the alternate worksite is considered an extension of Richland County and that during the hours that the employee is performing work functions all agency policies and procedures are still applicable.

## Requirements

The employee may be required to complete a remote work orientation as provided by their department.

## Work Hours

The employee is approved to work remotely under the following arrangement:

- The employee may work remotely up to a to **Enter # of hours** hours per week.
- Regular remote work schedule

The employee shall be scheduled for a remote work arrangement on the following days:

- Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

The employee’s core hours on scheduled remote work days when he or she shall be available to supervisor and coworkers are: **Enter Start Time** to **Enter End Time**.

The Employee agrees to be available during the assigned core work hours for communication through such methods as dedicated telephone, voice mail, e-mail, instant messaging, or video conference (e.g. Webex, Skype or Zoom); and agrees to respond in a timely manner.

Employee initiated schedule changes shall be made with advanced approval by the Department Head.

## Specific Work Expectations and/or Job Tasks

The following list is intended to provide benchmarks in order demonstrate outcomes and productivity while working under the remote work arrangement. This is not intended to be a comprehensive list of an individual's position requirements and the supervisor/department head may assign additional work or projects to be completed.

Enter tasks, project outcomes, productivity requirements, or other type of outcomes to be accomplished.

## Liability

**Richland County shall not be liable for damages to the employee's property resulting from participation in a remote work arrangement.** In signing this document, the employee agrees to hold Richland County harmless against any and all claims, excluding workers' compensation claims.

## Workers' Compensation

The alternate work location is considered an official worksite for purposes of worker's compensation. The employee shall report any injury to their supervisor immediately. Worker's compensation does not cover accidents to family members or other third parties at the remote work site.

## Tax and/or Insurance Consequences

The employee understands that he or she is responsible for tax and insurance consequences of this arrangement, if any; and for conforming to any local zoning regulations.

## Termination

This Agreement may be terminated at any time by Richland County which will result in the employee returning to the office worksite arrangement.

## Agreement

This Agreement shall be maintained by Management Information Services and may be amended at any time. A copy of this Agreement and any addendums or amendments shall be provided to the employee and submitted to the County Clerk's Office for placement in their personnel file.

**EMPLOYEE:** By signing, the employee affirms to have read and understood this Agreement, the Remote Work Policy, the Remote Work Orientation; and agrees to the terms and conditions of this Agreement:

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

\_\_\_\_\_  
Date

**Department Head:** By signing this statement, the supervisor agrees to work with the employee to successfully implement the remote work arrangement as outlined in the Remote Work Policy and this Agreement.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

- C. Assist in or recommend layoff and recall employees
- D. Recommend discharge employees or take disciplinary action
- E. Reduce hours or schedule overtime as required
- F. Develop job descriptions with Administration
- G. Assign work duties
- H. Introduce new or improved methods or facilities or change existing methods or facilities
- I. Contract out for goods and services
- J. Discontinue certain operations
- K. Direct all department operations of Price County, its properties and facilities
- L. Establish work rules and schedules of work as consistent with and permitted by County policy
- M. Determine methods, means and personnel by which County operations are to be conducted
- N. Take whatever action is necessary to carry out County functions
- O. Ensure compliance with local, state, and/or relevant federal laws
- P. Any other duties as assigned by the County.

#### **4. HOURS OF WORK/WORK SCHEDULES/POSITION CLASSIFICATIONS & CATEGORIES**

**POLICY:** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

**Hours of Operations:** Price County hours of operations are generally 8:00 a.m. to 4:30 p.m. Monday through Friday.

**Office Hours – Open to the Public:** Per amended County Board Resolution 66-15, effective July 11, 2022, any department within Price County Government that deals with the public will have standard office hours that they are open to the public Monday through Thursday 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 12:00 p.m.

There may be times when an office chooses to be open extended hours on Friday to accommodate the citizens of Price County (example: Treasurer's Office the last week of July for property tax collections, Court System for a jury trial). These hours should be covered by adjusting the employee schedules to provide coverage for the altered hours open to the public.

There is an understanding that at times there may be a need to have the doors closed during a lunch break due to staffing (vacation, sick, conferences, etc.). In a situation where staffing is limited an office may close for no more than 30 minutes. It is the responsibility of the Department Head to schedule employees to provide for coverage during regular work hours. If an office must be closed, a sign is to be placed on the door indicating the time when the office will re-open. Failure to follow the policy can result in discipline up to and including termination.

If an office has an extenuating circumstance that will cause deviation from the policy, the office must request approval from the County Administrator.

**Offices that are excluded from the resolution are:** Airport Office, Building and Grounds, Circuit Court Judge, Emergency Management, Information Technology, Register of Probate, Economic Support, District Attorney office.

**Flexible/Alternative Work Schedules:** Guidelines for establishing a flexible work schedule:

- Employee is scheduled to work Monday through Friday, but may start earlier than 8:00 a.m. or work later than 4:30 p.m.
- Such schedule can include start time between 7:00 a.m. and 10:00 a.m. and end time between the hours of 3:30 p.m. and 6:30 p.m.
- Start and end times must be on the hour, half-hour or 15 minute increments.
- The flexible daily work schedule will be a consistent, approved daily schedule for an individual employee with established starting and ending times that remain consistent.

**Eligibility/Criteria for Flexible/Alternative Schedule:** Guidelines for establishing a flexible work schedule:

- Working an alternative work schedule is a privilege, not an employee right.
- Alternative work schedules are not appropriate for all positions, all Departments, or all situations.
- Alternative work schedules, to the extent such are appropriate, should be uniformly available to all positions in a department.
- The Department Head is responsible for ensuring the fair and equitable administration of this policy to all employees.
- Alternative work schedules will not result in a change in the County's or Department's regular hours of operation.
- Each Department Head is responsible for ensuring that all services of the Department are available to internal and external clients during regular business hours and that the efficiency and effectiveness of the Department's operations will not be interrupted or negatively impacted.

**Lunch Periods:** All full-time employees may have an unpaid designated lunch period, unless specifically noted in the position job description. Part-time employees may have an unpaid lunch period depending on their work schedule and number of hours worked in a day. Lunch periods shall be established by each department for each employee to best meet the needs of the department for efficient operations and to remain open during public office hours.

**Rest Breaks:** Scheduled breaks will be permitted only in those departments which have manual labor operations for those employees performing the manual labor. The department shall determine the appropriate break length and schedule. Exception: If a Department Head believes that a work production process in their Department necessitates scheduled breaks, the Department Head may seek approval from the Office of Administration to allow scheduled breaks for those employees impacted by that work process.

**Attendance:** All County employees are expected to be punctual in reporting and leaving work and have regular attendance. Unsatisfactory attendance, including reporting late or leaving early, may be cause for disciplinary action, up to and including discharge. An employee who will be late or absent from work is required to call their supervisor, or, in case their direct supervisor is out of the office, the designated person no later than 1/2 hour before starting time so that adjustments can be made in work assignments, unless physically unable to do so. Any employee who is absent for 3 consecutive workdays without notifying their supervisor may be considered to have resigned. Exception: Some departments may require greater notice from their employees. Employees should check with their immediate supervisor to be sure of their department's notice requirements.

**No guarantee:** Price County does not guarantee any minimum hours or schedule of work.

### **Telecommuting Policy**

Telecommuting is a cooperative arrangement based on the needs of the job and Price County. The following are the telecommuting guidelines and approval procedures for employees.

Office workers may be allowed to work from home if their work can be accounted for and a clear record of time worked established. This is subject to the approval of their immediate supervisor and their department head. Telecommuting arrangements should be monitored on a continuous basis.

The opportunity to telecommute is limited by the County's Information Technology (IT) capacity, so department heads must coordinate these efforts with the IT Director.

#### **A. Terms and Conditions of Telecommuting**

Employees are required to adhere to the following terms and conditions for continued employment and to remain in good-standing. All telecommuting employees shall abide by the following telecommuting rules:

- Employees shall use Price County-issued laptops/equipment exclusively for all County-related work.
- Employees shall use their home or personal internet/Wi-Fi
- **Employees shall not use personal cell phones for County-related emails or texting.**
- **Employees may use personal cell phones for County-related phone calls if the employee does not have a County-issued cell phone.** If an employee has a County-issued cell phone, the employee may not use a personal cell phone for any County-related business.

- Agree not to allow any individual residing with or visiting employee's home to access Price County-owned equipment, or any files, folders, email, and other confidential or sensitive data on any personally owned equipment.
- Notify a supervisor and IT in the event of equipment malfunction or theft, as soon as possible. If the malfunction or theft precludes employee from working on assignments, the employee should work with their supervisor and IT to identify an interim solution, as possible, which may include working from a different location or device.
- Consider their remote workspace an extension of their Price County workspace and all work-related injuries and illnesses must be reported to employee's supervisor immediately.

Demonstrate flexibility with the work schedule and tasks requested that may be outside of the norm. The public relies on County services to meet their health and financial needs and, as public servants, every effort must be made to keep services running. This means employees may have to use their home or personal internet/Wi-Fi, space in your house or apartment, and other accommodations that would not be asked of employees during non-emergency times. The public also has a right to expect continued accountability of taxpayer funds.

- If an employee is a full-time employee, 40 hours of time needs to be accounted for.
- If an employee has situations that affect their availability to work remotely, they need to inform their supervisor, and flex time or use applicable benefit time. If an employee finds they do not have enough work for all expected hours of work, they need to inform their supervisor.
- Prior approval for overtime must continue to be obtained, unless not reasonable to obtain, then notify the supervisor the next working day.

Failure to abide by these terms and conditions may subject employee to disciplinary action, up to and including termination.

**B. Equipment Care**

Telecommuting employees must abide by Price County's policies covering information security and data privacy. Maintenance on Price County-owned equipment will be performed only by a Price County authorized technician.

**C. IT Right to Monitoring, Employee No Expectation of Privacy and Information Security**

Price County reserves the right to monitor any and all equipment on the Price County network, and the right to remove or disable the network connection should the equipment show the behavior of infection, indicators of compromise, or use in violation of the Price County Acceptable Use Policy.

**D. Non-Reimbursable Non-Payable Expenses**

Costs related to remodeling and/or furnishing the telecommuting workspace shall be non-reimbursable/non-payable by Price County. Normal household expenses such as heat and electricity shall be non-reimbursable/non-payable by Price County. Price County will not reimburse employee for any home or personal Wi-Fi/internet connectivity expenses. Maintenance/repair of all personally owned equipment shall be non-reimbursable/non-payable by Price County.

The Telecommunication Request form is available from the Office of Administration.

**PRICE COUNTY  
VOLUNTARY TELECOMMUTING REQUEST FORM**

---

---

**Note:** *These conditions for telecommuting must be agreed to by the employee and supervisor and are subject to Department Head and Office of Administration approval.*

My reason for this request: \_\_\_\_\_  
\_\_\_\_\_

My position is:     Salary             Hourly

My telecommuting arrangements will begin on (effective date): \_\_\_\_\_ and end on \_\_\_\_\_.

I will work at the following location(s): \_\_\_\_\_

I will telecommute \_\_\_\_\_ days per week or \_\_\_\_\_ hours per week.

My specific weekly schedule will be: \_\_\_\_\_

My telecommuting work hours will be from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

I can be contacted by the following phone number \_\_\_\_\_

[ ] County provided cell phone    [ ] Personal phone number

I have adequate Internet access, my Internet Service Provider is \_\_\_\_\_ Price Co. recommends no less than 6mbps.

I will be using county-owned equipment, at the work location shown above and understand that I am responsible for said equipment, as stated in the County's Voluntary Telecommuting Arrangement.

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)

Employees are reminded during working hours they must comply with all existing policies as defined in the Price County Employee Handbook including meal/break periods, confidentiality, and electronic communications.

If technical support is needed for the Price Co. devise, please call or email IT from hours 8am to 4:30pm. Please know, Price Co. IT will not be able to support your home network/wireless/Internet.

---

**Telecommuting Equipment Policy:**

- The employee agrees not to use any Price County equipment for private purposes, nor to allow family members or friends access to that equipment.
- The employee shall promptly return all Price County owned equipment and data documents when required by the employee's supervisor.
- When using Price County equipment or software, the employee agrees to follow all software-licensing provisions agreed to by Price 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 control.
- The County is not responsible for private property used, lost, damaged, or destroyed.
- 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 telecommuting location.

- Meetings with clients and/or visitors conducting business with Price County will be held at County facilities unless otherwise directed by the Department Head.
- The employee agrees to comply with policies regarding computer use and electronic communication as defined in Employee Handbook and the use of Telephones and Other Communication Equipment in the Employee Handbook.

**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.

---

*By signing below, I am indicating I have read the Price County Voluntary Telecommuting Arrangement and agree that the telecommuting work schedule complies with Price County policies and procedures, Fair Labor Standards Act (FLSA), and state regulations. I understand this telecommuting arrangement may be terminated at any time by my employer.*

**Requested by:**

Employee Name: \_\_\_\_\_

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

**Approval:**

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

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 615 – TELECOMMUTING

Telecommuting allows employees to work at home for all or part of their workweek. Sheboygan County considers telecommuting to be a viable, flexible work option that may provide mutual benefit when both the employee and the job are suited to such an arrangement. Telecommuting is a privilege, not an employee right or entitlement, and in no way changes the terms and conditions of employment with Sheboygan County. This policy refers to those employees working a set schedule from a remote work area. Occasional work off-site including special arrangements for inclement weather or work while traveling on County business does not constitute telecommuting.

### Eligibility

Individuals requesting telecommuting arrangements must have completed the required initial 6-month orientation period and must have a satisfactory performance record. The determination that a position may or may not be appropriate for telecommuting is made on a case-by-case basis at the department level subject to Department Head and Human Resources Director approval.

Before entering into any telecommuting arrangement, the employee and manager will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the performance, attendance and work habits of the employee, compared to needs of the department and expectations of the manager.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. A summary of the performance expectations and performance measurements should be attached to the Telecommuting Request Form.
- Equipment needs & workspace location considerations. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- Employees are reminded during working hours they must comply with all existing policies as defined in the Sheboygan County Human Resources Policy Manual including, but not limited to: Confidentiality, Use of County Equipment, Electronic Communications, Hours of Work, and meal/break periods. All departmental policies including overtime, attendance and time off requests remain in effect.
- A telecommuting arrangement may be granted for up to 1 year and will be reviewed annually during the employee's performance evaluation

discussion. The telecommuting arrangement may be discontinued at will and at any time at the request of either the telecommuter or the Department Head. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

- The telecommuter 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.

### **Process**

- All requests for telecommuting must be in writing using the Telecommuting Request Form, completed by the employee, and submitted to the Department Head and Human Resources Director for approval prior to beginning telecommuting. Requests by Department Heads are to be submitted to the County Administrator.
- Supervisor must complete the Telecommuting Employee Property Inventory Form.
- Approval or denials by the Department Head (or County Administrator) of such requests must be in writing and provided to the employee. All completed and approved requests, and denials, must be sent to the Human Resources Department to be placed in the employee's personnel file.

### **Equipment & Work Location**

All equipment provided by Sheboygan County will be maintained by and remain the property of the County. County property is subject to the same business use restrictions as if located at the County's central work location. With the exception of a county issued laptop and/or cellular telephone, the employee will be responsible for providing/acquiring the appropriate equipment needs (including hardware, software, high speed internet, secure Wi-Fi, phone lines and other office equipment) for each telecommuting arrangement, at their own expense. Sheboygan County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. The workspace should be free of distractions and interruptions in an area separate from the main living area. Sheboygan County will not be responsible for support of personally owned equipment, costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## **Expectations**

Employees are expected to maintain their existing work schedule, responsiveness, productivity levels, quality of work and overall job performance. Telecommuting is not intended to permit staff to provide dependent care, perform personal work or non-work activities during work hours. The employee must designate a work space that is sufficient for the purpose of conducting work and maintaining strict adherence to privacy standards. Unless otherwise approved by the Department Head, the hours of work will be the customary hours worked by the employee at the central work location. Any deviation or exceptions to this policy must be approved by the Department Head and Human Resources Director.

## **Liability**

The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program. A designated representative of Sheboygan County may visit the employee's telecommuting worksite to conduct an ergonomic assessment and inspect for possible work hazards. Repeat inspections may occur on an as-needed basis.

Employees are responsible for maintaining their home workspace in a safe manner, free from safety hazards, similar to what is provided in the County's central work location. 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

Sheboygan County workers' compensation policy. Telecommuting employees are responsible for notifying the department of such injuries in accordance with County policy.

The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors conducting business with County at the employee's telecommuting location. By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against all claims including injuries to others at the telecommuting location.

## **Security**

Employees must adhere to all Federal State and local confidentiality laws including but not limited to 45CFR160-164 Wis. Stat. §146.81 and .82 (HIPAA protected health information), Wis. Stat. Chapters 51, 54 and 55 (Mental Health and Guardianship Information), and Wis. Stat. Chapters 48, 938, and 118 (Protected Juvenile Information). Employees who choose to participate in the telecommuting program are responsible for ensuring that all confidential information deemed to be confidential

under these or any other applicable state, federal or local law remains confidential. Maintaining confidentiality includes working in a location where third parties, including family members, will not be able to overhear or see confidential information in any format, written, verbal or electronic. Employees must also take steps to secure this information including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.