



LIVINGSTON COUNTY ADMINISTRATION

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NATHAN BURD
COUNTY ADMINISTRATOR

TO: PERSONNEL COMMITTEE
FROM: NATHAN BURD – COUNTY ADMINISTRATOR
DATE: APRIL 16, 2021
RE: TELEWORK POLICY

At last month's meeting of the Personnel Committee, we had a discussion about offering telework opportunities for positions that can be conducted remotely. Although we are currently still under the state's MIOSHA Rules mandating remote work for certain positions, this policy was drafted with the future in mind. The experiences of the past year have shown us that telework is a viable option for some of our positions and that productivity does not suffer when telework is utilized.

This proposed policy would allow department heads to determine telework policies for their employees as they see fit as long as certain conditions are met. These conditions include structuring telework in a way that causes no decrease in public service. Departments that coordinate with other departments to provide service to the public must also work together to ensure that telework policies do not inadvertently create unworkable challenges for each other. The general work arrangements also require that remote workers must remain accessible during their work schedule, must be willing to report to work in person upon the request of the department head, must stay logged on via Microsoft Teams or similar programs while working remotely, and are bound to same County and personnel policies as employees working in person. This policy trusts department heads to make telework decisions that make sense for their department within basic and common sense guidelines.

Jennifer Palmbo and I appreciate the opportunity to discuss this proposal and share more information at the April 21 Personnel Committee meeting. If you have any questions in the meantime, please feel free to contact me. Thank you.
