



Buffalo County Resolution

Drafted By: A.Rolbiecki
Month/Year: Aug. 2022
Committee: HR

Department: Administration
Fiscal Impact: Yes/No

RESOLUTION # 22-08-04

A RESOLUTION TO MODIFY POLICY 512 REMOTE WORK (TELECOMMUTING) TO EXTEND THE EXPIRATION DATE

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 512 Remote Work to extend the expiration date for one additional year from May 31, 2022 to May 31, 2023 at which point it will be reviewed for permanent implementation without an expiration date as it was acknowledged that the policy worked successfully during its first year of incorporation; and,

WHEREAS, Buffalo County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 512-REMOTE WORK (TELECOMMUTING) POLICY of the Buffalo County Handbook A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution effective August 23rd, 2022 through May 31st, 2023.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22 day of August, 2022.

County Clerk

ATTEST:

County Board Chairperson

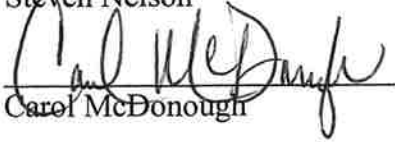
Buffalo County Resolution

Respectfully Submitted:

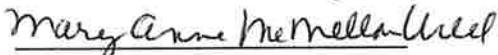
Human Resources Committee



Steven Nelson



Carol McDonough



Mary Anne McMillan Urell



Nathan Nelson



Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No additional costs anticipated.

Buffalo County Resolution

EXHIBIT A

POLICY 512. REMOTE WORK (TELECOMMUTING) POLICY

1. **Purpose:** The purpose of this policy is to provide guidance to Buffalo County management and employees with a work policy that outlines our guidelines for employees who work from a location other than our offices.

Telecommuting benefits Buffalo County with recruitment, employee retention, increased productivity, reduced office space, improved morale, and decreased absenteeism. The employee benefits include reduced travel time and costs, flexible work hours and more job satisfaction.

Buffalo County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a county wide benefit, and it in no way changes the terms and conditions of employment with Buffalo County. This policy provides a general overview and does not attempt to address each unique situation or technology need.

Telecommuting is not designed to be a replacement for appropriate dependent care during work hours or intended to permit staff to work at other jobs or run their own business. The focus of the arrangement must remain on job performance and meeting business demands.

2. **Policy:**

Following adoption by the County Board of Supervisors, this policy will expire on June 1st, 2023.

Telecommuting is a voluntary work alternative for some employees and some jobs. Telecommuting can be informal, defined as working remotely for a short-term project or other short-term arrangement or a formal set schedule of working away from the office. Either an employee or manager can suggest telecommuting as a possible work arrangement.