



WAYNE COUNTY POLICY STATEMENT			
<b>Title:</b>	Telework Policy		
<b>Wayne County Policy #</b>		<b>Date Issued:</b>	3/10/2018
<b>Category:</b>		<b>Date Revised:</b>	12/1/2025
<b>Approved By:</b>	Donna Wilson, Director of Personnel/Human Resources (P/HR)		1 of 6

**I. PURPOSE**

The Wayne County Telework Policy outlines the eligibility requirements, restrictions, and approval process associated with telework. Telework is a practical way to operate County government in accordance with the provisions of this policy.

Telework is a flexible work arrangement whereby an employee performs the duties and responsibilities of their position, as well as other authorized activities, at a location other than their official workplace. A telework location is typically an employee’s home or other location that will allow them to perform their daily work assignments in a professional and consistent manner and is within the states of Michigan and Ohio and the Province of Ontario. A Department Director or Elected Official may authorize other locations on an incidental basis when doing so does not impact the effectiveness of County services and it is operationally prudent to do so. Some locations outside of the continental United States may require an additional service request from the Department of Information and Technology (DIT).

**II. POLICY PROVISIONS**

A telework schedule is not an employment contract and shall not be construed as such. Telework schedules may be established for a long-term or short-term period for employees with work tasks that can be performed in a location other than the employee’s official County workplace, subject to the employee’s Department Director or Elected Official approval. Telework schedules must be annually reviewed on a calendar year basis and should be approved by December 1st to become effective January 1st of each year. An employee must obtain new approval for a telework schedule when changing department(s), division(s), elected office(s), or classification(s) within Wayne County. A completed Telework Schedule must be entered into Oracle. An alternative form is available upon request to your Human Resources Liaison/Human Resources Business Partner and after approval must be forwarded to Personnel/Human Resources for retention in the employee’s personnel file. During emergencies or other unforeseen circumstances, Department Directors or Elected Officials may authorize telework without following all the requirements in this document.

The occasional instance of allowing an employee to temporarily telework for personal or work-related reasons, an approved leave of absence, or as an accommodation under the Americans With Disabilities Act - Amendments Act of 2008 (ADA-AA) are not covered by this Wayne County Telework Policy and will continue to be evaluated on a case-by-case basis. Where appropriate, such determinations need to be made after an interactive process with the employee and review of medical documentation/opinion(s), if applicable, and the employee’s essential job duties and departmental / elected office operations.

It is in the County’s sole discretion whether to approve or terminate telework. The denial of a telework schedule or the discontinuation of telework is not considered discipline, nor is such

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action subject to any grievance or appeal procedure; however, conduct occurring during telework may be subject to corrective action up to and including termination and may be subject to the grievance process.

**A. ELIGIBILITY**

Criteria for approving telework include, but are not limited to:

1. The work can be performed at a telework location with the proper technology systems or equipment.
2. The work output can be monitored, tracked, and measured remotely.
3. The employee demonstrates an ability to work productively and possesses good time management and organizational skills.
4. Other relevant factors as determined by a supervisor.

All telework decisions are to be made for appropriate and legitimate non-discriminatory reasons and in accordance with effective and efficient operations of the County.

**B. HYBRID WORK SCHEDULES AND OTHER TELEWORK ARRANGEMENTS**

This policy allows a hybrid work schedule that includes both in-person and telework on a consistent fixed schedule. The work schedule or total number of hours an employee is expected to work will not change regardless of work location. Work hours and use of any leave time must conform to the County’s policies and procedures, departmental / elected office guidelines and applicable collective bargaining agreements. An employee is required to accurately report time worked and any overtime for a non-exempt employee must be pre-approved.

No employee can be authorized to telework one hundred percent (100%) of the time. Generally, an employee whose work can be performed at a telework location should not be denied a hybrid schedule except for legitimate business reasons. An employee with an approved hybrid schedule must work in-person at their official workplace a minimum of five (5) days within each County two (2) week pay period. An approved telework schedule must be consistently maintained and may not vary by pay period unless prior supervisory approval is granted and/or a revised telework schedule is submitted and approved.

If an employee is scheduled to telework on a day their County workplace is declared closed or has limited hours due to weather, or other unique or emergency situations, they are expected to work at a telework location as scheduled unless power outages or other unique circumstances preclude such work.

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If a County workplace is declared closed or has limited hours due to weather, or other unique or emergency situations, an employee who is able is expected to telework during this time even if the employee was scheduled to work in-person. Otherwise, an employee is expected to use appropriate leave time authorized by their supervisor.

If there is an equipment failure or power outage at a telework location on a day the employee is scheduled to telework, the employee is expected to report in-person to their regular County workplace unless authorized by their supervisor to use appropriate leave time.

### C. WORK PERFORMANCE

An employee who is approved for telework is required to satisfactorily accomplish all assigned work and attend required meetings in-person or approved virtual (web/video/audio) conferencing. Timely responsiveness to co-workers, managers, customers, etc. is expected of an employee including those teleworking. An employee is expected to continue their career interests and training regardless of working in-person or teleworking. The County expects the same level of productivity from an employee while teleworking as working in-person. Productivity and accountability will continue using the same tools available e.g., Outlook calendars, electronic communications, telephone calls, work logs, assignment completion deadlines, etc. *Click [here](#) for tools and resources for teleworking productively (“Working Remotely Series” Parts 1 and 2; “Remote Working Series” – Manager Edition Parts 1 and 2).*

There will be no change in how an employee is compensated for telework. If an employee teleworking is requested to report to their regular County workplace, they will not receive mileage or other compensation.

If any County-issued or personal equipment malfunction prevents an employee from performing assigned tasks, they must notify their supervisor immediately and may be directed to report to work in-person at their regular County workplace.

Telework is not intended as a substitute for dependent (child or adult) care. An employee agrees to make regular dependent care arrangements during telework periods. If an employee is unable to telework due to illness, caring for a sick dependent or other family member, the employee must immediately notify their supervisor and in some cases obtain the necessary leave of absence paperwork. Telework is not to be used in place of sick leave, Family Medical Leave, workers’ compensation, or other types of leave.

If an employee is unable to telework for any reason on a day when they are scheduled to do so, the employee must immediately advise their supervisor and may be required



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to report in-person to their regular County workplace or request approval to use appropriate leave.

**D. ACCIDENTS/INJURIES OCCURRING AT A TELEWORK LOCATION & LIABILITY**

An employee must notify their supervisor of any accident or injury that occurs at a telework location and provide the details of the accident or injury within 24 hours, consistent with the other Wayne County policies and procedures.

The County is not liable for damages to an employee’s personal or real property while the employee is working in an approved telework location.

Attached to this Telework Policy and incorporated by reference is the “Telework Safety Checklist – Appendix A.” An employee with an approved telework schedule certifies they are working in a safe working environment, which includes meeting all guidelines set forth in Appendix A.

**E. EQUIPMENT USED AT TELEWORK LOCATION(S)**

An employee is not allowed to use non-County, public or personal computers or devices to access sensitive data (proprietary information of the County and its employees and agents) nor may the employee place sensitive data on storage media. Accessing sensitive data must be performed while only utilizing County-owned equipment. All information acquired while teleworking shall be considered proprietary and confidential County information. Disclosure to anyone outside of the County or the County’s approved agents must be in accordance with applicable laws (including Michigan Freedom of Information Act (FOIA) requirements), policies and procedures.

All equipment, records and material provided by the County shall remain County property. An employee’s work product including all work performed and stored on non- County, public, and/or personal computers or devices is the property of the County and must be turned over to the County and not shared or disseminated without approval from the Department Director or Elected Official.

The DIT is responsible for testing, maintenance and repair of County-issued equipment and upgrades of software for County-issued equipment. All such activities must be performed at the employee’s official workplace unless otherwise authorized; DIT will not perform such activities at the employee’s telework location.

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An employee must return all County owned equipment and other property, including hardware, software, supplies, documents and other information to the employee’s official workplace prior to termination of a telework schedule or their County employment.

An employee is responsible for providing office furnishings and equipment such as desks, chairs, filing cabinets and lighting at their own expense, if needed, at a telework location.

Any employee approved to telework is responsible for tax and insurance consequences, if any, resulting from a telework schedule.

The County is not responsible for operating costs, home maintenance costs or other costs incurred by an employee resulting from their telework location.

**F. SECURITY FOR EQUIPMENT USED AT TELEWORK LOCATIONS**

Computer equipment, software and communication devices with appropriate security measures are required for any telework schedule.

An employee must participate in training offered by DIT regarding technology, cyber security, and other applicable courses.

**G. OVERSIGHT AND ENFORCEMENT**

The Department of Personnel/Human Resources (P/HR) is responsible for the development, revision, communication, and enforcement of this policy. P/HR, with assistance from DIT, will assist in the interpretation, monitoring and adherence to this policy. Furthermore, the County reserves the right to monitor all activity associated with equipment used by employees while teleworking or working in-person to confirm said adherence.

Violation of this policy, other County policies or procedures, or conduct occurring during a telework schedule may result in corrective action ranging from verbal warning, written discipline, suspension from work without pay up to and including immediate termination.

**H. DISCLAIMER**

The County will periodically review the effectiveness of telework schedules to determine if the policy is meeting its intended objectives. Wayne County management has the right to modify or terminate the Telework Policy and any telework schedule at any time for any reason, or no reason. Advance notice to the employee is encouraged but not required.

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If in direct conflict with other internal or departmental policy, this policy will be considered the overriding policy unless otherwise directed by the Director of Personnel/Human Resources, or designee, or by Executive Order.

In the event any provision of this policy conflicts with the terms and conditions of an existing Collective Bargaining Agreements (CBA), the terms and conditions of the CBA shall take precedence. On those topics where the CBA is silent, the provisions of this policy shall apply.

### I. RELATED DOCUMENTS

- Appendix A – Telework Safety Checklist (attached)
- Wayne County Work Rules
- Code of Conduct Policy
- Wayne County Employee Handbook

### J. REVISION HISTORY

<b>ACTION</b>	<b>DATE</b>	<b>BY WHOM</b>	<b>REASON</b>
Created	3/10/2018	Steve Mahlin, Director of P/HR	New Policy
Revised	6/22/2020	Steve Mahlin, Director of P/HR	Revised
Revised	9/5/2022	Donna Wilson, Director of P/HR	Revised
Revised	2024	Donna Wilson, Director of P/HR	Update to provide clarification and retention.
Revised	12/1/2025	Donna Wilso, Director of P/HR	Update to include Oracle as the method of submission.

# TELEWORK SAFETY CHECKLIST

## APPENDIX A

The following checklist is incorporated by reference into the Wayne County Telework Policy.

The safety checklist set forth below is a guideline to address the safety of an Employee's telework location. An employee approved for a telework arrangement certifies they have a safe telework environment, which includes, but is not limited to compliance with the safety standards set forth below.

1. Lighting levels are adequate for the work that is being performed.
2. Stairs with four or more steps are equipped with handrails.
3. All electrical equipment is free of recognized hazards such as frayed or loose wires.
4. Electrical cords are double insulated and/or equipped with three prong plugs.
5. There are enough electrical outlets in the work area with sufficient electrical capacity to avoid overloading.
6. Surge protectors, with a built-in circuit breaker, are used for computers, fax machines and printer.
7. Halls, doorways, corners, work areas and exits are free of obstructions and tripping hazards.
8. File cabinets and computer workstations are level and stable.
9. Phone lines and electrical cords are secured and out of the way.
10. The carpet or tile in the workspace are secure and free of tears, lumps, and loose pieces.
11. Materials are arranged and/or stored within easy reach.
12. A smoke detector is located on each level and the batteries are changed at least semi-annually.
13. The stairs and sidewalks outside the premises are in good condition and free of tripping hazards.
14. Emergency phone numbers for the local fire and police departments and the nearest hospital are clearly posted.
15. The location is insured at all times during a telework arrangement period of time with an applicable valid and current insurance policy (e.g., homeowner/renter).

