

Pennington County Human Service Committee

Meeting Agenda

July 20, 2021

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson
_____ Neil Peterson _____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 06/15/2021 HSC Meeting Minutes
- II. Personnel:
 - A. Hiring Update on Eligibility Worker position
 - B. Update on Fiscal Supervisor position
 - C. Update on Mental Health/Social Worker position
 - D. Update on Social Worker/ Care Coordinator position
 - E. Update on Social Worker/Child Protection position
 - F. Resignation
 - G. Probationary Action
 - H. Update on Family Based Provider Worker- Sharing with Kittson County.

- III. General:
 - A. Telecommute Policy
 - B. Out-of-Home Cost Report
 - C. Month's End Cash Balance
 - D. Other

Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

Section C

- I. Dates of Upcoming Committee Meetings:

07/20/2021
12:00 pm

08/17/2021
12:00 pm

09/21/2021
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, June 15, 2021, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Bruce Lawrence
Darryl Tveitbakk
Dave Sorenson
Seth Nelson

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Maureen Monson
Charles Lundgren
Tammy Johnson
Elizabeth Gerhart

SECTION A

I. MINUTES:

The May 18, 2021, Human Service Committee Meeting Minutes were electronically posted for review. Noting no corrections or changes, a recommendation was made to forward the Minutes to the Consent Agenda.

II. PERSONNEL:

- A. The Director presented an update on the hiring status of the Eligibility position.
- B. The Director presented an update on the Fiscal Supervisor position.
- C. The Director presented an update on the Mental Health/Social Worker position.
- D. The Director presented an update on the Social Worker/Care Coordinator position.
- E. The Director presented a plan to hire a Temporary Financial Supervisor. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- F. The Director presented a request to post, interview and hire for the Social Worker/Child Protection position vacancy. Upon conclusion of the discussion a recommendation was made to forward this item to the Consent Agenda.
- G. The Director presented a request to hire a Family Based Provider Worker and share this position with Kittson County. Upon conclusion of the discussion a recommendation was made to forward this item to the Consent Agenda.

III. GENERAL:

- A. The Director presented the Policy Based encryption to serve to functions: 1. Maintain Confidentiality and 2. Establish non-reputability – the sender cannot disclaim the contents of the message. ReadITech would move forward with installing the Policy Based encryption. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

- B. The Director presented Information on the Families First Prevention Services Act.
- C. Maureen Monson, Adult Social Services Supervisor, presented an update of the outcome of the Blue Cross/Blue Shield Care Coordinator desk audit.
- D. The Out-of-Home Cost Report through May 2021 was presented for Review.
- E. Month's end cash balance for May 2021 stands at \$ 2,728,273.46.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. The Director presented the Emergency Assistance/Emergency General Assistance May 2021 report of activity. The Director also reported the Income Maintenance open case count stands at 1,917.
- III. No Income Maintenance cases were presented for special case consideration.
- IV. A listing of bills presented for payment was reviewed. A recommendation for payment of the bills was forwarded to the Consent Agenda.

SECTION C

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: July 20, 2021, at 12:00 p.m.

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Jun-21**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	59	160	58	102	Minnesota Family Investment Program
DWP	0	0	0	0	Diversionsary Work Program
GA	41	41	41	0	General Assistance
GRH	52	52	52	0	Group Residential Housing
MSA	56	56	56	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	208	309	207	102	

Food					
SNAP	488	849	561	288	Supplemental Nutrition Assistance Program
TOTAL	488				

Health Care					
MA (MAXIS)	539	550	456	94	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	249	250	249	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	61	65	65	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	18	21	21	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	957				Medical Assistance (as of 6/3/2021)
MCRE (METS)	56				MinnesotaCare (as of 6/3/2021)
TOTAL	1,885	891	796	95	

TOTAL ACTIVE PROGRAMS:	2,581
TOTAL ACTIVE CASES:	1,867

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2021 & 2020

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD	YTD 2019	Change
Expense															
Foster Care	9,692.77	8,333.69	11,414.65	10,466.25	10,466.25	11,421.21	-	-	-	-	-	-	61,794.82	13,807.46	347.5%
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	1,062.04	-	-	-	-	-	-	-	-	-	-	-	1,062.04	-	-
Corrections	27,294.00	5,689.98	40,768.00	11,738.00	37,521.00	-	-	-	-	-	-	-	123,010.98	54,973.00	123.8%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	38,048.81	14,023.67	52,182.65	22,204.25	47,987.25	11,421.21	-	-	-	-	-	-	185,867.84	68,780.46	170.2%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	1,525.83	3,560.27	7,629.15	5,594.71	9,154.98	-	-	-	-	-	-	-	27,464.94	1,440.00	1807.3%
4E Recovery	-	-	-	-	-	-	-	-	-	-	-	-	-	262.00	-100.0%
NFC Settlement	2,303.00	-	-	-	-	-	-	-	-	-	-	-	2,303.00	-	-
Totals	3,828.83	3,560.27	7,629.15	5,594.71	9,154.98	-	-	-	-	-	-	-	29,767.94	1,702.00	1649.0%
Net Expense	34,219.98	10,463.40	44,553.50	16,609.54	38,832.27	11,421.21	-	-	-	-	-	-	156,099.90	67,078.46	132.71%

2019 Totals **22,347.68** **24,827.68** **19,903.10** **18,149.84** **26,824.20** **28,217.29** **25,842.40** **16,811.96** **25,702.14** **41,491.63** **51,588.06** **43,803.66**

YTD Change **11,872.30** **(2,491.98)** **22,158.42** **20,618.12** **32,626.19** **15,830.11** **(10,012.29)** **(26,824.25)** **(52,526.39)** **(94,018.02)** **(145,606.08)** **(189,409.74)**

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD
Expense													
Foster Care	4,639.68	4,162.68	5,005.10	5,350.84	4,114.20	5,471.86	5,964.40	8,047.60	8,177.18	11,221.08	11,161.46	9,552.06	82,868.14
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	6.00	-	-	-	-	6.00
Rule 5	-	-	-	-	-	-	-	-	4,248.16	4,551.60	4,703.32	4,551.60	18,054.68
Corrections	19,148.00	20,665.00	15,160.00	13,599.00	22,710.00	22,924.00	19,878.00	18,128.00	17,548.00	28,262.00	40,032.55	29,700.00	267,754.55
Adoption Aid	-	-	-	-	-	-	-	454.64	-	-	-	-	454.64
Totals	23,787.68	24,827.68	20,165.10	18,949.84	26,824.20	28,395.86	25,842.40	26,636.24	29,973.34	44,034.68	55,897.33	43,803.66	369,138.01
Revenue													
Reimburse	-	-	-	800.00	-	-	-	100.00	-	-	-	-	900.00
MH Recovery	1,440.00	-	-	-	-	178.57	-	5,867.28	4,271.20	2,543.05	3,560.27	-	17,860.37
4E Recovery	-	-	262.00	-	-	-	-	1,927.00	-	-	749.00	-	2,938.00
NFC Settlement	-	-	-	-	-	-	-	1,930.00	-	-	-	-	1,930.00
Totals	1,440.00	-	262.00	800.00	-	178.57	-	9,824.28	4,271.20	2,543.05	4,309.27	-	23,628.37
Net Expense	22,347.68	24,827.68	19,903.10	18,149.84	26,824.20	28,217.29	25,842.40	16,811.96	25,702.14	41,491.63	51,588.06	43,803.66	345,509.64

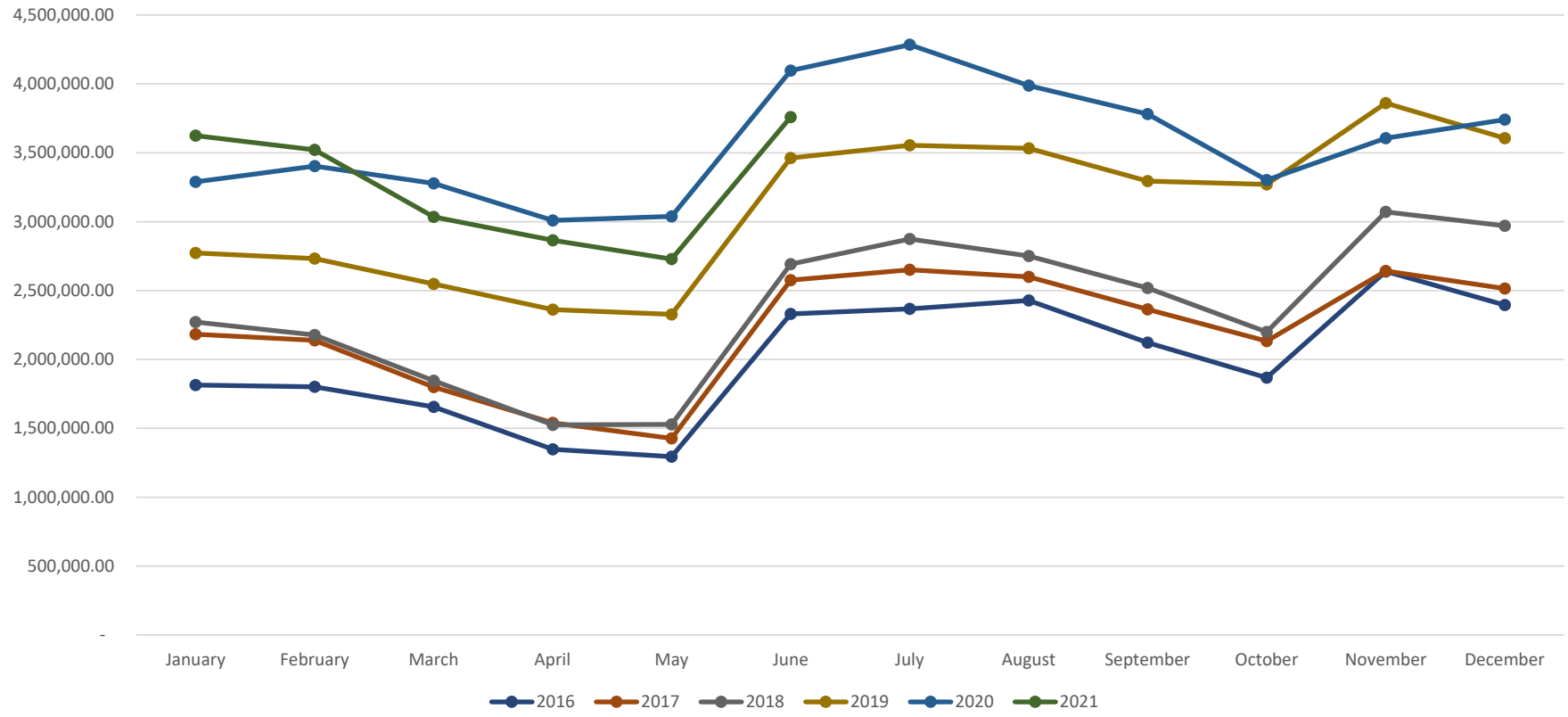
Human Service's Month End Balance

	2015	2016	2017	2018	2019	2020	2021	% of Budget
January	1,647,300.14	1,814,014.90	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76	3,624,301.56	67.93%
February	1,618,976.04	1,801,985.24	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76	3,521,041.97	66.00%
March	1,375,360.09	1,655,070.89	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86	3,033,593.35	56.86%
April	1,088,964.93	1,347,248.60	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45	2,865,586.09	53.71%
May	961,748.47	1,294,231.42	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98	2,728,273.46	51.14%
June	1,932,135.73	2,330,176.40	2,576,374.42	2,692,513.93	3,462,928.17	4,095,797.92	3,759,448.23	70.47%
July	2,047,715.90	2,367,725.88	2,650,496.79	2,874,408.12	3,554,336.75	4,284,273.43		0.00%
August	2,097,897.09	2,427,610.70	2,600,332.14	2,749,859.99	3,531,954.80	3,987,655.57		0.00%
September	1,844,296.27	2,121,578.06	2,362,913.96	2,518,750.84	3,294,188.08	3,781,078.10		0.00%
October	1,492,630.60	1,866,987.16	2,133,041.74	2,198,557.64	3,270,530.55	3,301,898.06		0.00%
November	2,213,985.52	2,638,930.35	2,642,643.71	3,070,756.97	3,860,836.73	3,606,171.73		0.00%
December	2,083,484.81	2,395,704.36	2,513,770.14	2,970,003.64	3,606,171.73	3,741,217.85		70.12%

Expense Budget

5335178

Human Services Cash Balance 2016-2021



Pennington County Human Services

Telecommuting Policy

Effective Date: TBD

Policy Number: TBD

Personnel responsible: Director and Supervisors

Personnel to whom applicable: All employees

Purpose of Policy. In an effort to achieve the following benefits, Pennington County Human Services sets forth a policy to define telecommuting, to guide decisions about appropriate telecommuting arrangements and to clarify employee and Pennington County Human Services responsibilities and obligations when a telecommuting agreement is in place.

Benefits of telecommuting can include the following:

- Improved employee recruitment and retention
- Improved employee morale and greater job satisfaction
- Reduced absenteeism
- Increased employee and work unit productivity
- Improved customer service through ability to focus on work
- Reduced travel time and costs
- Reduced worksite space and related overhead cost, including parking

Definitions.

Telecommuting definition and scope. For the purposes of this policy, telecommuting is a voluntary arrangement supported by a telecommuting agreement between Pennington County Human Services and the employee to conduct their work in a designated offsite workspace, most often the employee's home, on a regular basis or hybrid model.

Other arrangements whereby an employee works at a location other than their primary worksite (such as visiting clients or attending meetings or training off site) or an employee is authorized by a supervisor to work at home for the purposes of completing a brief project or other brief and time-limited arrangements, are not governed by this policy.

Telecommuting does not change the basic terms and conditions of employment.

Primary worksite definition. The Pennington County Human Services office or Government Center office that the employee would primarily work at if not telecommuting,

Telecommuting worksite definition. The designated offsite workspace in which the employee will regularly conduct their work.

Pennington County Human Services property definition. Supplies, equipment, data or documents provided by Pennington County Human Services employee, client, or other party related to Pennington County Human Services business.

Minimum Criteria for Consideration of telecommuting arrangement. The success of a telecommuting arrangement is dependent upon the characteristics of the job, the employee, the employee's home technology and the supervisor all being well-suited for such an arrangement.

Job minimum requirements. To be considered for a telecommuting arrangement the employee's job must consist of duties that can be fulfilled while telecommuting, including the following:

- Not require face-to-face contact with clients at a primary worksite.
- Not result in decreased internal or external customer service if conducted through telecommuting.
- Consist of duties that can be fulfilled while telecommuting.

Employee minimum requirements. To be considered for a telecommuting arrangement, the employee must meet the following minimum requirements:

- Be employed with Pennington County Human Services for a minimum of 12 months of continuous employment. A rare exception to this requirement may be considered with approval by the Director.
- Be in compliance with Pennington County Human Services.
- Meet or exceed expectations of their job, informed in part by the employee's most recent performance review.
- Be in compliance and good standing with their supervisor
- Technology minimum requirements. To be considered for a telecommuting arrangement the employee's propped telecommuting worksite technology must meet the following minimum requirements.
- Minimum internet connection speed of 5 Mb per second
- Internet connection by DSL (digital subscriber line), cable or fiber. RediTech will be assisting to make sure employee has appropriate connection. Internet connections requirements need to meet. A supervisor may determine at any time – in consultation with RediTech that the wireless access connection negatively impacts the employee's productivity.

- Proximity between the employee's router and the intended location of the Pennington County docking station that enables a connection between the two via an Ethernet cable.

And the employee must meet the following minimum requirements:

- Have the ability to solve basic hardware and software problems.
- Have a clear understanding of their intended telecommuting worksite network set-up and how to connect Pennington County Human Services equipment to it, including:
Location of their home router and how to connect to it directly (not through wi-fi)

Location of the Ethernet cable and the USB (universal serial bus) cable port and any other Necessary ports, etc.
- Have in place an approved Pennington County Human Services Remote Access Telework workplace Risk Assessment (Appendix A) and Telework Request Form(Appendix B) and Equipment List Document (Appendix C) at the time of the approval of the Telecommuting Application and Agreement.

Other Telecommuting worksite minimum requirements. In addition, the telecommuter's worksite must be established in a manner that enables the employee to:

- Work uninterrupted
- Secure Pennington County Human Services property for use only for Pennington County Human Services business.
- Secure non-public, protected, and sensitive data from sight and sound by other parties in compliance with federal and state requirements.

Additional factors considered. When ascertaining whether a telecommuting arrangement is likely to be successful, the following additional factors will be considered:

- The needs of the employee's work team and division
- Team responsibilities
- Employee's work skills, including organizational, time management, self-motivation, reliability, and ability to work independently.
- Impact of telecommuting on the work of other employees
- Pennington County Human Services acknowledges that telecommuters may require different in-office support (such as printing and mailing documents, checking, and triaging physical mail). Such support may be made available but only as agreed to by the affected employee's supervisor and only to the degree that it is not less efficient for Pennington County Human Services in the aggregate as a result of the telecommuting arrangement. It is important that explicit communication about such arrangements be made as part of establishing the telecommuting arrangement.

- Telecommuting worksite location, including the distance from the primary worksite, distance from the employee's clients, impact on ability to respond timely to client or work team needs, and impact on productivity.
- Any other prevailing conditions identified by the supervisor after discussion with management.
- Seniority is not a factor in determining eligibility to telecommute.

Telecommuting agreement Requirements. In addition to continuing to meet the minimum requirements for consideration of a telecommuting arrangement that are identified above, the following requirements apply as well:

- Policy Compliance. The telecommuter must comply with all Pennington County Human Services policies. Failure to comply may result in revocation of the telecommuting agreement and/or other appropriate disciplinary action.
- Dependent Care. The telecommuter must manage dependent care and personal responsibilities in a manner that would be appropriate if they were working at their primary worksite and in a manner that allows them to successfully meet job requirements. (i.e., Telecommuting is not an appropriate alternative to having dependent care in place.)
- Performance expectations. The telecommuter is expected to be at least as productive, if not more so, than an employee who regularly works at the primary worksite.
- Handling mail. The telecommuter is responsible for making arrangements to handle printing and mailing of their documents and checking and triaging their mail that arrives at their primary worksite in a manner that is timely, appropriate, and consistent with the preceding additional factors considered section on the impact of telecommuting on the work of other employees. Telecommuter Mail- OSS sending instructions.
- Telecommuter work schedule. Telecommuting itself does not alter an employee's work schedule. Rather, any changes to a work scheduled are handled in accordance with the work schedule policy.
- Telecommuter availability. The telecommuter is expected to be available at their telecommuting worksite by phone, videoconference, and email during scheduled work hours unless conducting business elsewhere on behalf of Pennington County Human Services as appropriate or unless on approved paid or unpaid leave.
- The telecommuter is also expected to be at a primary worksite or other designated location as necessary to attend meetings, training sessions, and as designated by the supervisor, including being called in to work at a primary worksite in special circumstances as deemed necessary by the supervisor, manager, or director.
- A limited number of telecommuting workstations will be available at Pennington County Human Services for a telecommuter to work at for short durations.
- Equipment malfunction. In the event of an equipment malfunction or internet connectivity weakness, the telecommuter will notify their supervisor and the IT department immediately. If the malfunction or connectivity situation precludes the telecommuter from working on assigned work at their telecommuting worksite, the telecommuter will be assigned other work. And/or report to their primary worksite or be assigned by their supervisor to another worksite pending

the repair of equipment or resolution of the connectivity weakness. Repeated circumstances of equipment failure or connectivity weakness may be cause for review of continued suitability of the telecommuting arrangement.

- Weather emergencies or other extenuating circumstances. If loss of electrical power, heat, or other circumstances preclude the telecommuter from safely and effectively working at their telecommuting worksite, the employee shall consult with their supervisor immediately and report to their primary worksite unless other appropriate arrangements are made with their supervisor (including reporting to an alternative primary worksite or other approved location or taking PTO, vacation, or sick leave in accord with those policies) until the situation is remedied.
- Telecommuting worksite location, environment, and safety. The telecommuter and the supervisor shall agree upon the location of the designed telecommuting worksite before the telecommuting agreement is executed. Subsequent changes to the location must be approved by the supervisor. In determining the location of the telecommuting worksite, the telecommuter must consider data privacy and security requirements including both sight and sound aspects. The telecommuter's computer docking station must be hardwired to the employee's router to improve network reliability and speed to help assure maximum productivity.
- The telecommuter is responsible for establishing and maintain a safe work environment.
- Pennington County Human Services will not be responsible for the provision of or costs associated with the telecommuting worksite, including utilities, internet connection, remodeling, furniture, lighting, repairs or modifications to workspace, etc.
- To facilitate contact with Pennington County Human Services in the event the telecommuter is incapacitated, the employee will post the name and telephone numbers of the following in a visible location in their telecommuting worksite: Their supervisor, manager, and the front desk at their primary worksite.
- The telecommuter (or their designee in the of incapacitation) will provide access to their telecommuting worksite and Pennington County Human Services property upon request.
- The telecommuter may not conduct any client or customer meeting in their homes. Doing so will be cause for discontinuing the telecommuting.
- Pennington County Human Services Supplies, Equipment, and Property. Pennington County Human Services will provide appropriate office supplies and equipment for the telecommuting employee as deemed necessary based on job specific requirements, subject to change at any time. The array of equipment that may be made available is informed by the standard telecommuter equipment list in the Telecommuting Application and Agreement.
- The telecommuter will use Pennington County Human Services equipment and supplies for Pennington County Human Services business only. Unauthorized use by other parties is strictly prohibited.
- All inventory supplied will be documented on the Telecommuting Inventory Receipt and signed by the telecommuter and supervisor upon receiving inventory.
- The telecommuter will protect Pennington County Human Services property from damage or theft. No smoking will be allowed in the vicinity of Pennington County Human Services property. Food and beverages will be handled with care around Pennington County Human Services property.
- Pennington County Human Services will maintain equipment provided by Pennington County Human Services.
- Pennington County Human Services accepts no responsibility for maintenance, repairs. Or damage to employee-owned supplies or equipment.

- Upon termination of the telecommuting agreement or employment, the telecommuter will return all Pennington County Human Services property in acceptable working condition to the organization via arrangements made with the supervisor not to exceed two calendar weeks. Failure to return Pennington County Human Services property or returning property in damaged condition may result in the telecommuter being required to reimburse Pennington County Human Services for the cost of repair or replacement of such.
- Other business-related expenses. With prior approval, Pennington County Human Services may reimburse the employee for Pennington County Human Services business-related expenses such as shipping costs, etc., that are reasonably incurred in accordance with job responsibilities and the Employee Expense Reimbursement Policy.
- Liability and Taxes. Pennington County Human Services accepts no liability for third party injuries or property damage occurring at the telecommuter worksite. Pennington County Human Services encourages telecommuters to consult with their homeowner's or renter's insurance agent to protect themselves as they deem fit.
- Pennington County Human Services hold no responsibility to address tax implications or zoning constraints or other related legal concerns for the telecommuter's use of personal real estate for telecommuting. Pennington County Human Services encourages telecommuters to consult with their own tax and legal experts accordingly to understand and address any such implications or constraints.
- No cash or checks at the telecommuter worksite. A telecommuter may not take cash or checks to their telecommuting worksite.
- Theft or criminal activity. Telecommuters are responsible for contacting their supervisor and for filing a police report with their local law enforcement in a timely manner in the event of any theft or criminal activity related to Pennington County Human Services.
- Injury. The employee is obligated to provide prompt notice of an injury while telecommuting in accordance with Pennington County Human Services Compensation procedures.
- Data Privacy and security.

Meeting data practices requirements. The telecommuter is responsible for meeting all federal and state data practices requirements while transporting non-public, protected, or sensitive data and while working with such data at the telecommuting worksite. The telecommuter must take all necessary precautions to secure and prevent unauthorized access to Pennington County Human Services data, supplies and equipment. Steps include, but are not limited to, locking file cabinets and desks, and regular password maintenance.

Transporting Data. Transportation of non-public, protected, or sensitive data must be done in a bag. Such data is permanently stored at the primary worksite, with the only data that is transported limited to that which is necessary to conduct work assignments before returning to the primary worksite.

Destroying data. Destruction of any physical data must be done in accordance with data retention and destruction requirements and done at the primary worksite.

Compensation for Telecommuter Travel Time.

- Commuting. An employee shall not be compensated for time commuting between their primary worksite and their telecommuting worksite.
- Other. When an employee does not report to their primary worksite during the day or makes business calls before or after reporting to their primary worksite, the allowable compensated time shall be:
 - The lesser of the time from the employee's telecommuting worksite to the first stop or from their primary worksite to the first stop;
 - All time spent traveling between points visited on Pennington County Human Services business during the day;

The lesser of time spent traveling from the last stop to the employee's telecommuting worksite or from the last stop to their primary worksite.

Compensation for mileage. Compensation for mileage shall be made in accordance with the Employee Expense Reimbursement Policy.

Length of agreement and periodic review; Termination.

Telecommuting trial period. Each new telecommuting agreement is subject to a trial period not to exceed 90 days.

Review during trial period. Evaluation of telecommuter performance during the trial period will minimally include interaction by phone and/or e-mail between the supervisor and the employee, and monthly in-person meetings to discuss work progress and challenges. During the trial period, the employee and supervisor will each evaluate the arrangement and its effectiveness, making recommendations for continuing, continuing with modifications, or terminating the telecommuting agreement. The employee's supervisor will document the evaluation using the Telecommuter 90-Day Review once the review has been completed, provide the employee a copy, and send the original to the employee's personnel file.

Annual review of telecommuting agreement. Each telecommuting agreement will subsequently be evaluated annually at the time of the employee's regular performance review with continued suitability to be documented as part of the review. At this time, the employee's supervisor shall also consult Pennington County Human Services IT department concerning the employee's ability to meet of the minimum technology requirements including consideration of the employee's volume and type of IT help desk tickets.

This does not preclude more frequent review if the situation merits.

Termination of agreement during trial period. At any time during the trial period, the telecommuting agreement may be terminated by Pennington County Human Services or the employee with a 24-hour notice.

Employee termination of telecommuting agreement. An Employee may terminate their telecommuting agreement and return to a traditional work arrangement upon 30-days written notice to the supervisor and upon the availability of office space at the primary worksite – unless a shorter period is mutually agreed to.

The notice should include the date the employee intends to terminate the agreement and their reason for doing so.

Employer termination of telecommuting agreement. Telecommuting may be discontinued by Pennington County Human Services. When practical, Pennington County Human Services may provide a two-calendar-week advance notice of intent to terminate the agreement. Reasons for termination of the telecommuting agreement may include, but are not limited to:

- Non-compliance with the telecommuting agreement. This may result in immediate termination of the agreement.
- Declining performance or changes in organizational needs.

Factors outside the control of Pennington County Human Services, including but not limited to changes in caseload or program requirements.

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

For employees working under this arrangement, a copy of the signed request form, this policy, and completed risk assessment will be retained in the employee's personnel file.

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

Appendix B: Telework Request Form

Appendix C: Equipment List documented by Pennington County Human Services

Policy Approval:

Reviewed and Approved by :

APPENDIX A
PENNINGTON COUNTY TELEWORK WORKPLACE RISK ASSESSMENT

Employee Name:			
Department:			
Title:			
Date of Assessment:			
Duration of Telecommuting:	<input type="checkbox"/> Regular <i>(e.g., 1 day per week)</i>	<input type="checkbox"/> Occasional	<input type="checkbox"/> Full-Time

Hazard Checklist

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

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

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

Telework Request Form-Appendix B

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

Employee Name: _____

Employee Title: _____

Department: _____

Primary Work Schedule: _____

Telework Address: _____

Home

Other

WORK SCHEDULE

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

Days of the Week: M T W TH F

Proposed Start Date: _____

Purpose for Telework: _____

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

Employee: _____ Date: _____

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

Supervisor: _____ Approved Denied Date _____

Director: _____ Approved Denied Date _____

Supervisor/Director Comments: _____

Equipment List Documented by PCHS-Appendix C

Employee Name: _____ Date: _____

- PC/Laptop make and model: _____ Asset # _____
- Docking Station Asset # _____
- Monitors (1 or 2) Asset # _____
- Keyboard Asset # _____
- Mouse Asset # _____
- Speakers if needed Asset # _____
- Webcam if needed Asset # _____
- Signature Pad if needed Asset # _____
- Desk Phone Asset # _____
- Headset Asset # _____
- Ethernet Cable for Office Phone Connection
- Power Strip
- Other: _____
- Speed Test Results (Screen Shot Submitted) _____

Pennington County Human Services

Representative _____ Date: _____