



Policy 3182 Telework

Version: 4.0

Effective Date: 2/24/2025

Board or Administrative: Administrative

Policy Statement

It is the policy of Dakota County to permit employees, under certain circumstances, to conduct county work through telework. Telework is intended to provide a flexible work location for eligible employees and business-related benefits to the County, including attracting and retaining a skilled workforce, supporting continuity of operations, and maximizing efficiency and cost savings. Telework may not be an option for all county employees depending on factors that may include, but not be limited to employee job performance and current job duties, the business needs of the department and its customers. This policy governs the practice of working from locations other than a County facility and provides standards and expectations for all county telework arrangements.

Dakota County seeks to build staff connections and relationships to support effective collaboration and team building necessary to ensure high performance among teams. To the end, regular in-person staff interactions provide significant and important value to the organization and is a critical consideration, along with business and customer needs, in determining the County's Telework policy and staff schedules. This value is seen in a variety of ways, including: 1) purposefully building strong relationships between and among staff members, 2) discovering or developing information, ideas, and relationships by 'accident' (e.g., 'at the water cooler'), 3) Improving staff connections, engagement, and longevity in the organization, and 4) ensuring opportunities to connect with one's supervisor in-person.

Teleworkers will at all times be cognizant of the public's expectation of efficient, effective and responsive service from all County employees. Both actual and apparent conflicts with this expectation must be avoided and the existence of any such conflicts will result in termination of the telework arrangement and/or disciplinary action.

Definitions

Telework: Telework is a work arrangement approved by a supervisor that permits employees to work off-site in their homes or other approved alternate location other than a County facility for part or all of the workweek. County work conducted by employees in a non-county work site as required by their functional job responsibilities is not considered telework. Exempt staff performing incidental tasks (e.g., checking email, responding to voicemails, etc.) while on unpaid time (e.g., flex leave) is not considered telework.

Telework Acknowledgement: A formal acknowledgement between the employee whom the County grants permission to telework and the supervisor that confirms adherence to the County's telework policy and establishes agreed upon standards for telework.

Teleworker: An employee who is authorized to telework on an agreed upon schedule. No employee may telework exclusively.

Onsite worker: An employee whose job cannot be performed from a telework location and/or who is not authorized to telework.

Field Worker: An employee whose job requires them to work off-site and does not allow them to perform the majority of their work from a personal residence or County facility.

Telework location: An approved location other than a county facility, typically an employee's residence, at which the employee is authorized to telework.

Designated work location: The County facility which is the employee's assigned work location when working onsite. All employees will have a designated work location and must be prepared to work at that location when required.

Telework schedule: The hours that a teleworker is approved to work. Telework schedules may vary by job or employee but will generally be consistent with those of their department, colleagues and work unit.

[Out-of-state employee: Any employee who resides outside the state of Minnesota.](#)

Source

General

Eligibility

To be eligible to telework, an employee must:

- work in a job that is suitable to telework as determined by their supervisor
- have and maintain a satisfactory performance record.
- have completed and signed an annual telework acknowledgement

An annual telework acknowledgement and plan must be reviewed and signed by the individual worker and the supervisor. This acknowledgement will be held on file by the Supervisor or Manager and may be updated as needed if telework arrangement plan changes or equipment needs change.

[For out-of-state employees, any new or revised telework acknowledgements must be submitted to the Human Resources Department for review and approval.](#)

Management is responsible for determining if a job is suitable for telework and if an employee is capable of teleworking and has sole discretion to end or modify an employee's telework arrangement at any time. No telework eligible employee is required to telework and may work entirely on-site.

Field Work

Field Work is neither telework nor on-site work. Departments with staff whose assignments include field work

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are also responsible for developing in person schedules that achieve the benefits and value of in-person interactions, but it is understood that this will vary given the nature of field work.

Terms and Conditions of Employment

Teleworking does not change the terms and conditions of employment such as salary, benefits, or job responsibilities and work tasks. When working from a telework location that location will be considered the temporary place of reporting. Teleworkers work at an approved location during work hours as agreed upon by the teleworker and supervisor and will not do work at any other time or anywhere else unless approved by their supervisor.

Teleworkers do not receive a special commuting allowance when working at the telework location. Overtime, compensatory time, or leave provisions contained in County policies or collective bargaining acknowledgement provisions are not altered to accommodate a telework arrangement.

Teleworkers are responsible for all expenses necessary to telework at their telework location, including expenses associated with establishing, maintaining, and modifying workspaces and internet connectivity. Additionally, teleworkers will not receive any mileage reimbursement for commuting between their telework location and designated work location.

Performance Standards and Expectations of Teleworkers

Performance standards for teleworkers are no less than those of employees working in a County office doing the same work. If modifications to the standards are necessary, they must be discussed with and approved by the supervisor.

Employees entering into a telework arrangement will generally have a telework schedule consistent with their work unit and the provisions of the telework arrangement. Work schedules for on-site and off-site work hours are pre-approved by the employee's supervisor.

Teleworkers will be as accessible and available as their on-site counterparts during their agreed upon telework schedule, regardless of work location. Teleworkers are expected to be available and working during all hours of their telework schedule. This includes, without limitation, attending scheduled meetings using applicable technology or onsite and being available to customers, clients, coworkers, supervisors, and others using applicable technology or onsite.

Telework is not for the purpose of allowing an employee to provide dependent care. Teleworkers will manage dependent care and personal responsibilities in the same way they meet these responsibilities while working at their designated work location and in a way that allows them to successfully meet job responsibilities. Telework is also not a substitute for flex leave use.

Other potential distractions to the teleworker should be considered and conflicting demands resolved in advance of commencing telework.

Data Management and Security

Teleworkers must take all necessary precautions to keep County data and information secure and to prevent unauthorized access to any County system or information from the telework location. The County's normal data privacy and security policies (Policy 1013 and Policy 6004) and procedures apply equally to telework. Teleworkers are also responsible for complying with all federal and state laws and regulations that apply to their work.

Telework Schedule and Location

Telework schedules must be consistent with those outlined in Policy 3200. Eligible staff may telework no more than 3 days per week or an equivalent schedule on a bi-weekly basis as determined by department management. Management is responsible for developing telework schedules within these guidelines. Telework schedules should generally occur during normal work hours as defined under Work Hours in policy 3200. Teleworkers are responsible for complying with all County policies, including specifically provisions of policy 3200 regarding time tracking.

The County generally will not compensate employees for time spent commuting between telework location and designated work location. Such commuting should be done outside the normal work schedule whenever possible. Approved work schedules for teleworkers should reflect this principle.

All telework locations must have an identified workspace, free from distractions, and be approved in advance by the teleworker's supervisor. This includes home and other telework locations. Long-term telework and hybrid locations must allow the staff person to be able to commute to the work location. Staff are not generally allowed to telework from any location outside of Minnesota or Wisconsin unless specifically traveling for a work purpose (e.g. work conference) and approved to do so by their supervisor. The County Manager or Human Resources Director, at their discretion, may approve limited telework outside of Minnesota or Wisconsin to meet County business needs.

Equipment

Dakota County, at its sole discretion, may provide equipment and related supplies for use by the teleworker or permit the use of employee-owned equipment. Any equipment supplied by the County for the use at a telework location may not be used for personal purposes by the employee or non-County employees as outlined in policies 3011 and 6001. When using personally owned equipment for telework purposes, the employee shall keep all County data and information secure and not accessible by others.

Personally-owned electronic devices (e.g., printers, scanners, web cameras, etc.) or hardware must meet minimum standards for security and performance as determined by the IT department. The County is not responsible for any loss of, damage to, or maintenance of employee-owned equipment or hardware.

In the event of delay in repair or replacement of equipment or any other circumstance under which it would be impossible for the employee to telework, the employee will be assigned to do other work and/or return to the County workplace.

Work Site Inspection

Teleworkers who work at their residence, or other approved location, will have a designated telework location approved by the supervisor and maintained by the employee. Prior to approval of telework, the telework location may be assessed for compliance with applicable requirements.

During the term of the arrangement, inspections of telework locations by the supervisor, or another representative of the County, may be conducted to ensure that the telework arrangement is being followed including, but not limited to, employee and work site suitability, protection of data, the assurance that safe working conditions exist, and to maintain, repair, inspect, or retrieve County owned equipment as necessary.

Teleworkers must allow access to their remote workspace for the purpose of performing work site inspections as requested without prior notice.

Disclaimer

Teleworking may be terminated by the County at any time. Failure of the teleworker to comply with all relevant laws, policies, provisions, requirement or expectations, or the terms of the telework arrangement may result in the loss of telework privileges and/or disciplinary action as necessary or appropriate.

Procedures

The Human Resources Department will maintain procedures and forms relating to this policy.

History

Version	Revision Date
1.0	Established
2.0	9/24/2019
3.0	08/10/2021
4.0	02/24/2025

Related Policies

- Policy 3200 Pay Practices
- Policy 3340 Travel on County Business
- Policy 1011 Personal Use of County Property
- Policy 1013 Data Practices
- Policy 6001 Acceptable Use of Technology Resources

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Approval

Heidi Welsch, 2/25/2025