Dear Milwaukee County Department Leaders:

As you know, at the onset of the COVID-19 pandemic, Milwaukee County innovated and adapted to provide critical services for residents while abiding by Administrative Orders put in place to protect the health and well-being of County employees. While the pandemic has presented significant challenges and risks to our community, it has also presented opportunities to reevaluate the way we work at Milwaukee County.

For many County employees, this meant a shift in how and where day-to-day work was completed, with more than 800 employees spending the majority of 2020 teleworking. Employees from a diverse set of departments, skillsets and tenure have proven the effectiveness and efficiency of telework. **It is this track record of success that has been the launch point for a new telework policy for Milwaukee County’s workforce that we will be announcing to all employees on Wednesday.**

In short, the [new telework policy](https://county.milwaukee.gov/files/county/administrative-services/AMOP/Chapter-2-Human-Resources/02.20TeleworkPolicy.pdf):

* Empowers departments to determine the degree to which telework options may be exercised in support of operational and service goals;
* Encourages department and manager flexibility to meet employee needs, promote a work-life balance, and support retention efforts; and
* Emphasizes a focus on employee performance, outputs, and meeting meaningful expectations, regardless of a work location.

**In the coming weeks you will be asked to determine and communicate telework eligibility with individual employees and work to develop agreed-upon working arrangements for September 2021 implementation.**

To assist you with this process, I want to share an overview of the resources that are available to you and your team as we work together to intentionally and strategically integrate telework into the County’s workplan:

* Telework Resource [CountyConnect Page](https://countyconnect.milwaukeecountywi.gov/MCINT/Human-Resources/Telework-Policy--Resources), which includes a fact sheet and FAQs
* Human Resources Business Partner Consultation (Available as-needed, reach out to your individual HRBP)
* Telework Agreement Template (See Appendix A of policy)
* Telework Decision-Making Tool (See Appendix B of policy)
* IMSD Business Development Analyst and LMS Trainings

I also want to invite and encourage you to attend an upcoming ***Telework Policy Drop-in Session*.**These sessions will be focused not on reviewing the policy, but rather on answering any questions you have about the policy and its implementation. You can see dates / times and register for an upcoming session at [this link](https://app.smartsheet.com/b/form/c79b94195fc443a5bfe50fa4304f55a3).

Please do not hesitate to reach out with questions.