

Iowa County, Iowa
Policy Manual

Title: Telework	Reference #: HR032
Section: Human Resources	Date Effective/Revised: 3.10.2023
Department (s): ALL	Approved By: Board of Supervisors

Policy

Telework refers to when an employee who normally works in a County office is allowed to work from another location other than the office. Telework does not refer those departments and employees who regularly perform their duties and responsibilities outside of County offices.

Iowa County will only allow teleworking in incidental or emergency situations.

Incidental Telework

Incidental telework refers to one regular scheduled workday or less, and not expected to be recurring. A department head may allow an employee to “incidental telework”.

Emergency Telework

Emergency telework due to unforeseen circumstances may be permitted at the department head’s discretion. Emergency telework ensures continuity of operations and availability of essential government functions during national, state, or local emergencies.

Compensation

Teleworking employees are compensated in accordance with all applicable laws, rules, regulations, and policies, including the Fair Labor Standards Act (FLSA), and Iowa County Policy Manual.

Liability

The alternate work location is an extension of the department’s workspace only when used for work. All existing workplace health and safety rules, as well as employment laws, rules, and policies apply with the same force and effect, and in the same manner, to employees while teleworking as to employees when reporting to the office.

Workers’ Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers’ Compensation law. Teleworking employees must report any such work-related injuries to their supervisor immediately. Iowa County is not responsible for any injuries to family members, visitors, or other guests at the employee’s alternate work location.

The teleworking employee is solely responsible for any individual tax implications, insurance requirements, and compliance with state and local laws and ordinances when the alternate work location is a residence.