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, after first giving you a chance to communicate with your managers.**

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 support your managers as they determine and communicate telework eligibility with individual employees and work to develop agreed-upon working arrangements for September 2021 implementation.**

To assist you and your teams with this process, we have developed the attached email we encourage you to send to your managers, which includes an overview of the resources that will be available to you and your team as we work to intentionally and strategically integrate telework into the County’s workplan.

Respectfully,

The Office of the County Executive