



City of  
Marshfield  
*Memorandum*

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DATE: April 8, 2020  
TO: All Employees  
FROM: Jen Rachu, Human Resources Director  
RE: New Telework Policy (3.351) and COVID-19 Resource Page for Employees

A new policy has been developed to provide guidance to employees regarding remote work, **Telework Policy (3.351)**.

When Executive Order 12 (Safer at Home) was implemented on March 25, 2020, the City requested that all employees who have the ability to work at home do so. Our goal is to limit the amount of on-site staff to as few as possible to perform essential City business and services.

For those employees who are able to work remotely, the Telework Policy provides an overview of telework information including: who is eligible, what is needed in order to telework, recording your work time, and expectations during telework. Attached you will also find a Telework Request Form.

- If you are already working remotely (full or partial remote work), please complete this form and return it to me by Monday, April 13, 2020,
- If you would like to work remotely but are not doing so currently, please complete this form and discuss your request to your leader.

If you have questions regarding this policy or the request form, please let me know.

In addition, we have set up a **COVID-19 Employee Resources** page on our website under Staff Resources at [http://ci.marshfield.wi.us/staff/covid-19\\_employee\\_policies.php](http://ci.marshfield.wi.us/staff/covid-19_employee_policies.php). This site will provide you with the new policies related to COVID-19 and the public health emergency, FAQs, COVID online screening tools, child care resources, unemployment compensation, and more.

As a reminder, if you or a family member is struggling during these uncertain times, please use our Employee Assistance Program which is available to employees and family members 24/7 at no cost. The EAP can be reached at 800-540-3758, or by email at [eap@ascension.org](mailto:eap@ascension.org).

Thank you.