

To: Mayor Steffenson and Councilmembers
Heidi Nelson, City Administrator

From: Melanie Mesko Lee, Interim Human Resources Director

Date: June 15, 2022

Subject: Review draft remote work policy

At the 2022 council/staff strategic meeting on February 12, the city council discussed the changing needs of today's workforce and the opportunity to explore policies that would provide more flexibility for employees. City Council directed staff to draft a remote work policy for council consideration. Staff has prepared a draft remote work policy and is seeking council feedback and direction.

Service to the community and the organization remain the highest priority. Staff has developed policy parameters to ensure that those needs continue to be met and that any remote work arrangements do not impact service to the community.

Attachment A - Draft remote work policy