

## Article 60 Remote Workplace Policy

### **Purpose**

In an effort to address the changing needs of today's workforce, it is the policy of the City of Maple Grove to provide remote workplace options for eligible employees while continuing to provide exemplary service to the community and organization. This policy is intended to provide an overview of the city's expectations and will be reviewed on a periodic basis to ensure the goals are met as intended. This policy may be amended or rescinded at the discretion of the city.

This policy does not alter the terms and conditions of employment with the City; it is not an entitlement nor a city-wide benefit. An employee's salary, benefits, and work status will not change as a result of this policy. The city administrator or department director may discontinue remote work schedules at any time and that discontinuation is not eligible for the grievance process.

### **Definition**

Remote working arrangement is a regular, routine work arrangement that allows the employee to perform a portion of the job outside of city facilities. This type of arrangement specifies the number of hours and days to be worked outside of the office and the specific time in which it will occur.

### **Policy**

#### **Eligibility**

1. Remote work arrangement agreements are at the discretion of the city based on operational needs, while considering how to balance employee work/life integration.
2. Not all positions will be eligible for remote working arrangements. Needs will vary by department, position, or situation and remote work may be approved on a temporary, occasional, or periodic basis.
3. Employees must have satisfactory work performance, as documented by the annual performance evaluation process and ongoing communication from a supervisor.
4. Remote work parameters will be outlined in writing and approved by the supervisor and department director before becoming effective.
5. The human resources department will be provided with a copy of all remote work arrangements in order to measure and report back to the City Council on a periodic basis.
6. Any remote workplace agreement may be discontinued, at will, at any time at the request of either the employee or the city.

## Schedules

1. Department directors may approve remote work schedules for up to two days per week and will be done in a manner to ensure no impact to service delivery to either the community or colleague departments.
2. The supervisor retains the right to call an employee working remotely into city facilities as needed.
3. Employees are expected to demonstrate the same job responsibilities and service level expectations as if they are working from city facilities.
4. Supervisors may direct remote working employees to attend meetings in person at their discretion.
5. Remote work hours are considered regular work hours and employees are expected to track and record hours in the same manner as if they are working from city facilities. These arrangements are not a substitute for non-work activities (dependent/child care, appointments, or errands).
6. Employees shall continue to follow City of Maple Grove personnel, vacation, and sick leave policies.

## Remote Work Expectations

1. **Service:** Service to the community and organization should not be negatively impacted by a remote work arrangement. Technology is available to help make that possible and employees are expected to use the available tools to ensure this expectation is met.
2. **Performance:** We expect a continued high level of customer service to be provided regardless of an employee's work location.
3. **Environment:**
  - a) The environment should be safe, ergonomic, and professional.
  - b) Employees must provide reliable internet access with enough bandwidth to connect to the city's system.
  - c) Employees should use city-authorized virtual backgrounds when conducting online meetings while working remotely.
4. **Equipment:** The city may provide remote employees with equipment needed, such as a computer or necessary hardware or software. The employee is responsible for providing other basic equipment such as desk space, reliable internet, and reasonable security of city assets.
5. **Safety:** Employees should maintain a safe working environment. Any work-related accident, injury, or illness that occurs while working remotely should be reported immediately to the employer's supervisor so that a first report of injury can be completed. An employee is covered by Worker's Compensation laws while working remotely.
6. **Security:** All IT security guidelines should be followed. Employees will be expected to ensure the confidentiality and security of all City data accessed from or transported to the remote work site. The same standards generally apply for remote work environments, including the Minnesota Government Data Practices Act, data privacy, equipment usage, and city policies.

7. **Travel:** Travel to and from a city facility for the purposes of meetings or other work requirements are not considered eligible for compensation and mileage will not be reimbursed.

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