

To: Mayor Steffenson and Councilmembers
Heidi Nelson, City Administrator

From: Krista Guzman, Human Resources Director

Date: July 27, 2022

Subject: Follow-up on 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. A Council work session was then held on June 20 to review a draft remote work policy. Following the session, council asked staff to provide sample remote work policies from other communities and to revise the draft policy to outline eligibility for remote work arrangements. Staff sent out a memo to Council July 8 with the requested items. The final draft of the remote work policy is attached. This item was placed on the regular Council agenda on July 18 and was tabled for further discussion.

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