

Avon Town Council

Ordinance 2023 - 01

Adopting a Remote Work Policy

Whereas, the Town Council from time to time reviews the provisions of the Town of Avon Employee Handbook to ensure that the policies are consistent with best practices to promote efficiency and flexibility; and

Whereas, certain employees of the Town may be able to exercise their job duties from a remote location; and

Whereas, the Town Manager recommends allowing certain Town employees to work remotely in order to provide those employees flexibility and to maximize productivity where individual job requirements are best suited to a case-by-case remote work arrangement; and

Whereas, the Town Manager recommends establishing a new policy to allow certain Town employees to work remotely when it would be beneficial to the Town; and

Whereas, the work from home policy will be administered and monitored by the Department Heads; and

Whereas, the Town Council now finds it is in the best interest of the Town, and its employees, to create a new section in the Employee Handbook to adopt a remote work policy.

Therefore, it is ordained that a new section, §6.12, shall be added to the Avon Employee Handbook to incorporate a remote work policy, and this new section shall read as follows:

“§6.12 REMOTE WORK POLICY

Purpose: The Town of Avon will allow certain employees, on a case-by-case basis, to work remotely for temporary periods.

Authority: Department Heads, elected and appointed, and the Town Manager will determine who is authorized to work remotely and for how long on a case-by-case basis. A supervisor or the Town Manager reserve the right to revoke remote work authorization at any time and the employee shall report back as directed by his or her supervisor.

Expectations :

- 1) **Remote Work Requests.** Town employees requesting to work remotely must have job responsibilities suitable to remote work. A remote work arrangement is not to be used in place of sick leave. Employees seeking to work remotely must first request permission from their supervisor and the Town Manager. Only upon confirmation from their supervisor and the Town Manager may an employee work remotely.
- 2) **Expectations.** Employees working remotely must coordinate and confirm with their supervisor the specific expectations and requirements regarding their work, including but not limited to:
 - a. How often an employee should check in with his or her supervisor;
 - b. The method for checking in with his or her supervisor;
 - c. How and when work will be assigned;
 - d. How and when work will be completed and reported;
 - e. A method for evaluating an employee's work product; and
 - f. When an employee is required to return to his or her normal work location.
- 3) **Working Hours.** Employees working remotely are required to work and remain available during normal business hours and abide by their normal work schedule.
- 4) **Documentation.** Employees working remotely are required to document their work in a form and manner acceptable to their supervisor. Employees shall submit documentation of their work to their supervisor upon returning to their normal work location, unless other arrangements with their supervisor are made.
- 5) **Non-Exempt Employees.** Non-Exempt employees working remotely must accurately record all their time on their normal timesheet. Timesheets should be emailed to the employee's supervisor, unless other arrangements for delivery have been made. Employees working remotely will be paid only for the hours they work.
- 6) **Town Policies:** Employees working remotely are responsible for complying with all Town policies and procedures that would apply as if the employee were working at their normal work location. Employees working remotely will be expected to ensure the protection of proprietary Town and customer information in a manner that is consistent with Town policies.
- 7) **Technology.** Town-issued laptops may be taken from the office and used for remote work. Town- issued laptops and other equipment are to be used for work related purposes only, and employees using such equipment must comply with all Town use rules while working remotely. No person other than the Town employee is authorized to use these devices for any purpose. Employees who experience issues while using Town equipment should report to their supervisor and cooperate with the Town IT consultant in addressing such issues, including but not limited to making devices available to the consultant at a location other than the employee's home.
- 8) **Injury.** Employees working remotely must report work-related injuries to their supervisor.

Remote work arrangements are expected to be short-term. The Avon Town Council understands that employees might not be able to perform all their essential job functions during such temporary periods while working remotely.

The Town Council will continue to monitor the need for a remote work option, and may modify or remove the remote work policy whenever necessary. Remote work authorization by a Department Head or the Town Manager is discretionary; employees should not assume they are entitled to a remote work arrangement. The Town reserves the right to have all employees working remotely to return to in-person work at any time.”

It is further ordained that this ordinance shall become effective upon adoption.

It is further ordained that all other provisions of the Employee Handbook which are not expressly amended by this ordinance will remain in full force and effect.

Adopted this ____ day of _____, 2023.

[signature page follows]

Avon Town Council:

Robert Pope, President

Tim Roberts, Vice President

Steve Eisenbarth, Member

Dawn Lowden, Member

Greg Zusan, Member

Attest:

Julie Loker, Clerk-Treasurer