



Issue: PERSONNEL HANDBOOK POLICY 6.19-REMOTE WORK

Date: August 15, 2022

Submitted By: Amanda Hunsucker, Director of Human Resources

Background

The City of Nixa would like to implement a Remote Work policy for employees that are quarantined because of family, can't make it in to work due to weather or are on extended leave. This is a benefit that has become very popular in the last couple of years and can be very beneficial to our employees and the organization. This is not a benefit that will apply to everyone because not every position can be done from a computer. Employees must have approval before they can do remote work and parameters have to be set up with their supervisor.

Analysis

This policy will be beneficial to employees and the organization because work is still getting completed in a timely fashion even when employees are not in the office.

Recommendation

Staff agrees with this recommendation.

RESOLUTION NO. 2022-081

1 **A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE CITY'S**
2 **PERSONNEL HANDBOOK BY ADDING THERETO POLICY 6.19 WHICH RELATES**
3 **TO REMOTE WORK BY CITY EMPLOYEES.**
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6 **WHEREAS** City Charter Section 7.2 requires the Council to adopt a Personnel
7 Code; and

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9 **WHEREAS** the City maintains its personnel and employment policies in a
10 Personnel Handbook, which is modified by Resolution from time to time; and

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12 **WHEREAS** the City Council desires to establish Policy 6.19 to authorize the City
13 Administrator to implement remote work procedures.

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15 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**
16 **NIXA, AS FOLLOWS, THAT:**

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18 **SECTION 1:** The City's Personnel Handbook is hereby amended by adding thereto
19 Policy 6.19 which shall read as set forth in "Resolution Exhibit A." "Resolution Exhibit A"
20 is attached hereto and incorporated herein by this reference as though fully set forth
21 herein.

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23 **SECTION 2:** This Resolution shall be in full force and effect from and after its final
24 passage by the City Council and after its approval by the Mayor, subject to the provisions
25 of section 3.11(g) of the City Charter.

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27 **ADOPTED BY THE COUNCIL THIS 15th DAY OF AUGUST, 2022.**

28
29 ATTEST:

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31 _____
32 PRESIDING OFFICER

31 _____
32 CITY CLERK

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34
35 **APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2022.**

36
37 ATTEST:

38
39 _____
40 MAYOR

39 _____
40 CITY CLERK

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43 **APPROVED AS TO FORM:**

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45 _____
46 CITY ATTORNEY

6.19 Remote Work Policy

- (a) The City Administrator, or designee, is authorized to allow full-time City employees to work remotely utilizing the policy established herein. For purposes of this policy, remote work is defined as the practice of allowing employees to work at home, on the road, or in a satellite location other than their normal work location.
- (b) Employees may be authorized to work remotely in the event of inclement weather, if an employee is quarantined due to the illness of a family member or member of their household, or for any other reasons where an employee is capable of working but it is impracticable for the employee to report to their regular work location.
- (c) The use of the remote work policy shall not be authorized in place of sick leave or in place of childcare issues.
- (d) Requests for remote work shall be evaluated and approved by the City Administrator or designee. Approval shall be at the discretion of the City Administrator or designee.
- (e) Before a full-time employee shall be authorized to work remotely a remote work plan shall be prepared and approved by the City Administrator or designee. Such work plan shall provide the parameters of the employee's remote work authorization and shall contain provisions regarding the following:
 - (1) The number of work hours that the employee is authorized to work remotely.
 - (2) How often the employee is required to check in with their supervisor, or other designated reporting contact, to provide updates on their day-to-day performance while engaged in remote work.
 - (3) Any equipment that the City will be providing to the employee while they are engaged in remote work. Said equipment, including the asset number or other method of official designation assigned to the equipment, shall be documented on the remote work plan. No City equipment shall be provided to the employee unless the equipment contains an asset number or other applicable identification, and said identification is on file with the City's Finance Department.

The City Administrator or designee may modify the provisions of the remote work plan at any time.

- (f) Any City equipment provided to the employee as part of remote work authorization shall be used solely for City work. The employee shall not make any changes to security or administrative settings of City of Nixa equipment. All City equipment shall remain the property of the City of Nixa. The employee shall protect City equipment and resources from theft or damage and shall report theft or damage of City equipment to their supervisor immediately.

- (g) Non-exempt employees shall record all hours worked and any meal or break periods which are taken in accordance with the City's policies regarding such practices.
- (h) Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- (i) Employees shall comply with all City of Nixa rules, policies, practices, and instructions that would apply if the employee were working at their regular work location.
- (j) Employees shall report work-related injuries to their supervisor within 24 hours of the injury.
- (k) Employees on remote work authorization shall comply with all applicable City of Nixa's policies regarding information security. Employees shall ensure the protection of proprietary City of Nixa and customer information accessible from their home offices.
- (l) Employees on remote work authorization who are terminated shall return all City equipment and documents to the City within five days of termination of employment.
- (m) The City Administrator is authorized to determine that certain positions within the City are not eligible for remote work due because their job responsibilities or duties cannot be adequately performed in a remote fashion.
- (n) The City Administrator is authorized to revoke any remote work authorization granted pursuant to this policy when an employee has violated any of the provisions of this policy, the provisions contained in their remote work plan, or any other City policies or procedures.
- (o) The City Administrator is authorized to promulgate additional requirements to implement the provisions of this policy.