

City Council Agenda Report

Meeting Date: July 18, 2023
From: Michael Earl, Director of Human Resources
Department: Human Resources
Submitted by: Michael Earl, Director of Human Resources

Subject

Hybrid Work Policy

Recommendation

- A. Adopt Personnel Policies and Procedures Manual Policy V-08 -Hybrid Work Program; and
- B. Authorize the City Administrator to execute and distribute the Policy to all City Employees.

Background

The Human Resources Department is responsible for maintaining and administering the City's Personnel Policies and Procedures Manual which contains a variety of policies affecting City employees.

One of the significant impacts from the 2020 global public health pandemic was a change in how workplaces conduct business. Across every industry, remote work, Zoom meetings, and flexible work environments became necessary for continued operations. Post-pandemic, these changes have become the norm and are both more accepted by management and expected by workers. Managed properly, hybrid work programs have proven to be successful in maintaining productivity and improving employee morale and retention. Staff is recommending City Council approval of a Hybrid Work Policy for City employees that would allow for implementation of a schedule that combines both on-site and remote work.

The key factors in determining an employee's participation in the City's Hybrid Work Program include, but are not limited to:

- Compatibility of remote work with the employee's job duties and responsibilities.
- Whether the employee has the knowledge needed to perform their job duties remotely.
- Whether the employee can perform their job duties remotely including:
 - Completing expected work and producing deliverables with minimal supervision.
 - Responding to inquiries from customers, including co-workers, in a timely manner.
 - Demonstrated ability to establish appropriate priorities and manage time effectively.
 - Entering, reviewing, processing and/or approving information and data accurately and timely.
 - Properly receiving and following direction from supervisors.
- Employees having an overall rating of "Satisfactory" or the equivalent on their most recent performance evaluation (not applicable to newly hired employees).
- Departmental need for the employee to perform work on-site or to have minimum on-site staffing levels.
- Whether an employee with supervisory responsibilities can effectively communicate, interact, and oversee the work of others.
- Whether the employee has the equipment, internet connection/access, and other information technology resources needed to work effectively from the remote work site,

and the proposed remote work site allows the employee to perform productive work in a safe manner.

Requests for participation in the Hybrid Work Program would require approval from the employee's supervisor, Department Director, and Human Resources. Under the policy, remote work would be limited to no more than 50% of the employee's weekly scheduled hours. An employee's participation is discretionary and could be denied, revised, and/or discontinued by City management.

The draft policy was provided to the City's various employee bargaining groups for the opportunity to comment and/or meet and confer; each of which acknowledged receipt, were supportive of the policy, and/or had no suggested revisions.

Establishing a formalized Hybrid Work Policy defines the parameters for participation in the program and contributes to the recruitment and retention of a quality workforce.

Fiscal Impact

There is no fiscal impact associated with this report.

Attachments

1. Personnel Policies and Procedures Manual Policy V-08 - Hybrid Work Program