

Office of the Administrative Services Director

To: Mayor Welch, Common Council Members
From: Inga Cushman, Administrative Services Director
Date: September 29, 2020
Subject: Discussion and possible action on Telecommuting Policy

Summary

Staff has been working on the development of a telecommuting policy for the past several months. The policy is intended to address voluntary telecommuting, but will also serve as a framework for emergency telecommuting situations if necessary, similar to what we experienced earlier in 2020 due to the COVID-19 pandemic. Language is included in the policy to allow management to have discretion to deviate from the policy if the causality and duration of an emergency event warrants changes.

Department Heads were provided with the policy on September 8 to review, and employees received a copy on September 16 to provide comments. We received a few comments from staff, and changes were made to address those concerns. The policy was also reviewed by City Attorney Mark Schroeder and a representative from our liability insurance company, Cities & Villages Mutual Insurance Company (CVMIC).

Recommendation

To approve the Telecommuting Policy.

Attachments

- DRAFT Telecommuting Policy