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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: August 10, 2021

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve the new Remote Work Policy and Flexible Work Scheduling and Telework Policy.

Approval Recommended?

Yes

Item Details

From March 2020 to July 2021, the Town operated under the Governor's request to allow employees to telework to the greatest extent, in order to prevent the spread of COVID-19. During this time, many departments were able to implement processes that allowed employees who were working remotely to work and provide service at the same, if not better, levels and maintain connected with their remote and onsite peers. As we transition back into post-COVID operations, Town leadership would like to continue offer teleworking options to employees, as a way to reduce facility loading, maintain efficiencies gained during the mandatory teleworking times, reduce our carbon footprint by reducing commuting, and provide more flexibility to employees.

The Human Resources Department has drafted the Remote Work Policy and Flexible Scheduling and Telework Policy to provide guidelines and expectations around employee remote work and telework arrangements. The policies are attached for review, but a brief overview of each is below.

Remote Work Policy - this policy applies to employees who will be working offsite 100% of the time, and will not have an onsite office on Town Campus.

Flexible Work Schedule and Telework Policy - this policy covers the following:

- Employees who want to work a schedule other than 8am-5pm (ex: 7:30am-4:30pm)
- Employees who want to work a hybrid telework schedule (working some days in the office, some days from home)

- Employees who need short-term work from home arrangements (employee normally works in the office but has a short-term need to work from home)

The Personnel Committee met to review these policies on July 29, 2021 and unanimously recommended approval.

Attachments

- Remote Work Policy
- Flexible Scheduling and Telework Policy

