



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

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**Submitted By:** Laura Mueller, City Attorney

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**Council Meeting Date:** October 13, 2020

**Agenda Item Wording:** Approval of a Resolution Amending the Personnel Manual as it relates to a Telecommuting Policy.

**Agenda Item Requestor:** Mayor Bill Foulds, Jr.

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**Summary/Background:** The City has seen an increase in telecommuting since March with the beginning of the Public Health Emergency, COVID-19. As employees transition back to their workplaces at the City it may still benefit the City and employees to have access to telecommuting in a structured environment. The changes to the Telecommuting Policy include additional criteria to consider when allowing telecommuting including:

1. Requiring that employee be available during telecommuting time by phone and email and for virtual meetings; and
2. Removal of telecommuting opportunities for failure to maintain availability; and
3. Ensuring someone is at the City offices in the department as much as possible; and
4. Reviewing productivity for telecommuting employees; and
5. Requiring a plan from the telecommuting employee.

**Commission Recommendations:** N/A

**Recommended Council Actions:** Approval of Policy.

**Attachments:** Resolution and Policy

**Next Steps/Schedule:** City Hall is still working a staggered schedule based on COVID-19, so the planning is done to accomplish the City's health goals. Once City Hall reopens, if the policy is adopted, any employee who wishes to continue to telecommute must provide their supervisor for a plan for telecommuting including hours and availability.

City staff will be educated on the policy should it be adopted.