



**HISTORIC TOWN OF EATONVILLE, FLORIDA**  
**TOWN COUNCIL MEETING**  
**OCTOBER 7, 2025, AT 7:30 PM**  
**Cover Sheet**

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**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

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**ITEM TITLE:** Approval Resolution 2025-14 – Establishing a 30-day Work From Home Limit (**Councilwoman Randolph**)

**TOWN COUNCIL ACTION:**

|                                                                   |     |                                                                                               |
|-------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------------------|
| <b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>                   |     | <b>Department:</b> LEGISLATIVE (RANDOLPH)<br><br><b>Exhibits:</b><br><br>- Resolution 2025-14 |
| <b>PUBLIC HEARING<br/>1<sup>ST</sup> / 2<sup>ND</sup> READING</b> |     |                                                                                               |
| <b>CONSENT AGENDA</b>                                             | YES |                                                                                               |
| <b>COUNCIL DECISION</b>                                           |     |                                                                                               |
| <b>ADMINISTRATIVE</b>                                             |     |                                                                                               |

**REQUEST:** Request approval of Resolution 2025-14 limiting any and all employees to work from home no more than 30-days within a calendar year until such the Town Council Adopts A Work From Home Policy.

**SUMMARY:** The Administration hired a Grant Coordinator/Manager in November 2023. Shortly, thereafter, the employee was given the approval to work from home up to the present. The Administrator contends that the Mayor (In Article II 2.03), gives the mayor and the administration oversight to manage the Town's Staff and Schedule as deemed best in the interest of the Town.

However, no work from home policy has been established or adopted by the town council under policy and procedures. Therefore, a resolution is being presented for council approval setting a 30-day work from home limit within a calendar year.

This Resolution was brought previously to council on July 15<sup>th</sup> and bringing back for reconsideration.

**RECOMMENDATION:** Recommend that the Town Council Approve Resolution 2025-14 limiting any and all employees to work from home no more than 30 days within a calendar year until the Town Council Adopts A Work From Home Policy.

**FISCAL & EFFICIENCY DATA:** N/A