

## **RESOLUTION #2025-35**

### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA ADOPTING A POLICY RELATING TO THE HYBRID WORK POLICY; PROVIDING FOR DEFINITIONS; FOR CONFLICT; FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Eatonville desires to establish a policy framework for hybrid work arrangements that allow eligible employees to perform a portion of their duties remotely while maintaining high standards of service and accountability to the residents of the Town of Eatonville, and

**WHEREAS**, the Town Council of the Town of Eatonville recognizes an opportunity to support eligible employees by addressing their physical and mental well-being, by allowing essential job functions to be performed effectively outside of a traditional Town's facility; and

**WHEREAS**, the Town Council of the Town of Eatonville desires to establish an effective policy that provides effective work options that will arrange for an employee's regular work schedule to include both remote work and in-office work; and

**WHEREAS**, the Town Council of the Town of Eatonville recognize the need to adopt an effective policy that will establish eligibility requirements to balance flexibility, work-life balance, and in-person collaboration.; and

**WHEREAS**, the Town Council of the Town of Eatonville recognizes the Town as an Equal Employment Opportunity Employer.

### **NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA, AS FOLLOWS:**

**SECTION ONE.     APPROVAL:** The Council of the Town of Eatonville hereby approves and adopts by Resolution a Hybrid Work Policy establishing the framework for hybrid work arrangements that allow eligible employees to perform a portion of their duties remotely while maintaining high standards of service and accountability to the residents of the Town of Eatonville..

### **SECTION TWO.     DEFINITIONS.**

1. Hybrid Work: A work arrangement where an employee's regular work schedule includes both remote work and in-office work.
2. Remote Work: The performance of assigned duties at an alternative work location other than the employee's designated Town facility.
3. Eligible Position: A job role where essential functions can be performed effectively outside of a traditional Town facility.

**SECTION THREE: SCRIVENER'S ERRORS.** Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the Town Clerk and Town Attorney, may be corrected without further action of the Town Council.

**SECTION FOUR: CONFLICTS:** All Resolutions or parts of Resolutions in conflict with any other Resolution or any of the provisions of the Resolution is hereby repealed.

**SECTION FIVE: SEVERABILITY:** If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

**SECTION SIX: EFFECTIVE DATE:** This Resolution will take effect immediately upon its passage and adoption.

**PASSED AND ADOPTED** on this 18<sup>th</sup> day of November 2025.

**TOWN OF EATONVILLE**

**ATTEST:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk