



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Telework Policy – Executive Offices

Submitted By: Ricky L. Clark, Jr., City Manager

Date Submitted: May 13, 2024

Work Session Date: May 20, 2024

Council Meeting Date: May 20, 2024

Background/History:

The Leaf Life initiative, which has been proposed by Mayor Butler and subsequently approved by the Council, is a comprehensive effort aimed at addressing various aspects of employee well-being. One of the key recommendations from this initiative is the telework provision, which has emerged as a popular trend among many organizations worldwide.

Telework, also known as remote work, allows employees to work from an alternative location while adhering to the same job requirements and terms as the central workplace. This provision offers a unique opportunity to utilize telework as a human capital management tool, providing employees with more flexibility and autonomy in their work.

However, it is important to note that while many of the City's services are typically provided in City office facilities that require employee presence, department directors have been given the authority to designate qualified employees for telework or alternative work arrangements. The City Manager has worked closely with all user departments to ensure that if telework is approved, the delivery of our services and our commitment to our citizenry will remain uncompromised.

In addition, the implementation of telework requires the use of several technological tools such as Asana, ADP, and Microsoft Teams, which have been established to ensure smooth workflow and accountability. These tools allow for effective communication and collaboration among team members, regardless of their physical location.

The telework provision is a promising initiative that can attract, recruit, and retain top talent, and it also offers numerous benefits to employees, such as reduced travel time and expenses, increased productivity, and improved work-life balance. The accompanying policy and agreement have been appended for review by the governing body, and it is recommended that careful consideration be given to this initiative to ensure its effective implementation and success.

Staff recommendation is for approval

Cost: \$

Budgeted for: _____ Yes _____ No

Financial Impact:

Action Requested from Council: