



Date: June 23, 2025

To: Mayor and Town Council

From: John Brock, HR Director/Deputy Town Manager/ Town Clerk

Re: Consideration and Approval: **Remote Work and Leave Usage**

Objective:

To affirm the Town Manager's operational availability and leave usage during a scheduled period of remote work.

Summary:

The Town Manager has proactively informed all members of Council, in writing and through personal phone calls, of a planned period of remote work in the upcoming month. During this time, the Town Manager will remain fully engaged in all day-to-day responsibilities from a secure, fixed location with internet connectivity. Two workdays at the beginning and two workdays at the end of this period are designated as personal travel and will be covered using accrued vacation leave.

The Town Manager has confirmed full participation in all Council meetings and all scheduled budget workshops via video conferencing and will remain consistently available via phone, email, and video conferencing. To ensure seamless operational coverage, all department directors have been briefed, and the Deputy Town Manager will manage in-person matters as needed. There is no disruption to continuity of governance or service delivery.

While there is no legal or policy requirement for Council approval of Town Manager leave or remote work, this item has been added to the agenda at the request of Mayor Pro Tem Everline. As Council has already been privately briefed on the logistical details, public discussion of the details of the Town Manager's private residential or family arrangements in an open session would introduce avoidable personal security risks and falls outside the bounds of operational oversight.

Fiscal Impact:

There is no direct fiscal impact.

Staff Recommendation:

Staff recommends acknowledgment of the Town Manager's planned remote work and use of accrued leave as consistent with established practice, with no further action required.