

	Remote Work Policy	
	Section No: 1.07	
	Category: Employment Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	Supersedes: former Section No. 37, Resolution 2020-219, effect date: June 17, 2020	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

N/A

Policy

The City Manager has the authority to make arrangements to allow an employee to remote work when the City Manager determines, in the City Manager's sole discretion, that such an arrangement is in the best interest of the City. A remote work arrangement is therefore not a right and is available solely at the discretion of the City Manager which may be terminated at any time.

A determination to allow an employee to work remotely on a permanent or routine basis (defined as any remote work arrangement exceeding one week or occurring on a recurring basis) is an administrative decision that requires the prior approval of the City Manager. Such assignments are considered no different than the assignment of an employee's work location or workstation while on City property. The City Manager shall have sole discretion to approve, deny, modify, or revoke any permanent or routine remote work arrangement and to establish the terms and conditions under which such arrangements may be authorized.

The City Manager may delegate the authority to approve temporary, occasional, or other non-routine remote work arrangements or alternate work schedules to department managers or other designated City personnel. Any routine or ongoing remote work assignment, however, must receive the City Manager's approval before implementation.

Any employee permitted to remote work is subject to all City policies and procedures, will perform their duties, and conduct themselves in the same manner as in the traditional work environment.

In addition to the foregoing any employee permitted to remote work will:

- Work during usual work hours, unless hours are otherwise assigned;

- Observe all the leave requirements;
- Forward call to the employee's work phone to a mobile phone used by the employee and answer it as if they were in the traditional worksite;
- **Be available for meetings during normal working hours, including video calls, without distraction;** and,
- Be prepared to arrive at the traditional worksite in a timely manner when needed in the opinion of the employee's supervision.

Consequences of Policy Violation

Violations of this policy may be subject to disciplinary action, up to and including termination of employment.

Related Information or Procedures:

N/A

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes only the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov