

MOTION AMENDING TOWN EMPLOYEE HANDBOOK TO ADD § 522 REMOTE WORK POLICY

MOTION M26-XX

**MOTION AMENDING TOWN OF LANSING EMPLOYEE HANDBOOK,
TO ADD § 522 REMOTE WORK POLICY**

Councilperson _____, moved to approve the following amendment to the Town of Lansing Employee Handbook, with the addition of § 522 entitled “Remote Work Policy”, with the effective date of such addition deemed to be February 19, 2026, with such addition § 522 to now be wholly added to read as follows:

522 Remote Work Policy

I. Purpose and Objective. The Town of Lansing’s priority is service to the public. The purpose of this policy is to establish, define and standardize remote work guidelines and procedures for all supervisors and eligible employees without sacrificing service to the public. All departments must be staffed and available to the public during all business hours; Monday-Thursday 7:30am-4:00pm, Friday 7:30am-Noon.

This policy is not a universal employee benefit intended to be available to every Town employee, rather, it is a work option used at the Department Head's discretion for employees who hold positions with duties and responsibilities that can reasonably be performed outside of the Town office environment. The option of utilizing remote work is a management tool that may be used to increase productivity and morale of employees, boost efficiency in the use of office space, reduce operational costs, and accommodate special needs of employees. It is recognized that as a public employer, the Town has an obligation to ensure that employees and work resources are being used efficiently and productively. The Town encourages the use of this Remote Work Policy where it will be to the mutual benefit of the employee, the department, the Town, and the Town’s stakeholders while maintaining the expected level of service to the public.

II. Eligibility. To be eligible for remote work, the employee must be a regular full-time or regular part-time employee in good standing with no documented attendance or disciplinary issues and have been employed with the Town for a minimum of three (3) months. The employee must also demonstrate the following;

- A history of job performance exhibiting the ability to work well independently with minimal supervision which meets or exceeds their supervisor’s expectations.
- A portion of the employee’s assigned duties can be performed away from the Town-owned office space with similar functionality and processing time.
- A Remote Work Agreement must not create an added burden of time or expense to co-workers, other departments, or diminish services provided by the Town.

Department Heads will determine suitability for remote work on a case-by-case basis. While the Town has a Remote Work Policy in place, each department must make its own assignments in accordance with the duties and expectations of the employees’ position and the in-office staffing requirements of the department.

For purposes of this policy, whenever the term “Supervisor” is used, it is understood that this also includes the Department Head.

III. Procedures. Employees and supervisors who participate in a Remote Work Agreement are expected to educate themselves on this policy and their responsibilities regarding Remote Work. All employee remote work assignments must comply with the guidelines set forth in this policy.

- Every remote work assignment must have a Remote Work Agreement completed and approved in advance. Flexibility may be granted on occasion for ad hoc, unplanned circumstances. In these cases, the Supervisor must give approval before the employee begins remote work, and send an email stating the approval with a cc to Human Resources.
- The employee and their Supervisor will collaborate to create a mutually suitable Remote Work Agreement including the tasks or scope of work to be completed at the remote work site, the time frame(s) for completion, if applicable, and how work will be reported and evaluated.
- Both parties must sign the agreement and submit the original to Human Resources for review by both Human Resources and the Town Supervisor. Once the agreement has received the necessary approval(s), the original will be placed in the employee’s personnel file. The Supervisor and employee will be given copies for their records.
- Requests for changes or updates to an existing agreement must be submitted and approved before changes can be implemented.

IV. Guidelines

A. Remote Work Assignments. Offering the opportunity to work remotely is a management option; remote working is not a universal employee benefit. All remote work is at the discretion of the Supervisor and voluntary for the employee.

- The option to work remotely does not alter the terms or conditions of employment, the employees’ job description, compensation, benefits, or the duties and responsibilities of the employees’ position.
- Employees are required to follow all position expectations, Town policies and procedures, and collective bargaining agreements.
- Working from a remote location on a recurring basis may be available for a maximum of 2 (two) days per week. “Recurring” indicates the same remote days and hours worked every week.
- If a Town Hall, DPW, or Town-wide closure or emergency excuses non-remote employees from working, remote workers are also excused from work. If the remote employee chooses to work, and the Supervisor approves the extra working hours, the employee will be compensated for both the ‘emergency closure’ hours and the actual worked hours, including hours which would be considered at the overtime rate of pay.
- In the case where an emergency (e.g., power failure at home or other remote work location) prevents work at the remote workspace, the remote worker may be required by their Supervisor to report to their regular Town office, adjust their schedule, or utilize benefit time off hours.
- Departments are authorized to establish policies and procedures as a supplement to these guidelines in order to meet the specific needs of the Department, subject to approval of Human Resources and the Town Supervisor. Department specific guidelines may not override or dismiss the procedures or guidelines set forth in this policy.

- An employee who is out of work on FMLA, disability or worker's compensation who are not permitted or are excused from work, are also not permitted to work remotely. If an employee wishes to work remotely, a Return-to-Work permission from their health care provider must be on file with Human Resources before any work can be done. In addition, the Supervisor must approve an alternate remote schedule before remote work can start.
- All State and Federal Labor Laws applicable to the regular work office are applicable to employees working remotely.

B. Employee and Supervisor Responsibilities

- Review and comply with all Town policies while working remotely, including attendance, IT and Computer use policies as well as this Remote Work Policy.
- Maintain accurate time records of all hours worked and adhere to break and attendance schedules as agreed upon within their Remote Work Agreement and applicable labor laws.
- Ensure the remote workers' schedule overlaps with those of their team members for as long as is necessary to complete their job duties effectively.
- The employee must dedicate their full attention to their job duties during their established work hours and be available by phone and email to co-workers within their department as well as co-workers in other departments.
- Working remotely does not allow for any deviation in approvals required to change work schedules. For instance; If a remote workers' schedule is 7:30-5:00 with a ½ hour lunch break, this schedule must not deviate without Supervisor approval.
- Overtime may only be worked with prior approval of the employees' Supervisor.
- The remote worker must bring to their Supervisor's attention immediately if there are any internet connection or access issues which results in limitation to their work productivity and capabilities.
- Must be flexible with their remote work schedule, including being available to attend in-person meetings, or coming into the office when department staffing is short. At the Supervisor's discretion, flexibility may be given to work an alternate remote day in the same week.
- Remote workers cannot schedule in-person meetings at their remote workplace.
- Supervisors should, at a minimum, evaluate the efficacy and effect of remote work on an annual basis, to determine if a remote work assignment is having a negative effect on the workload or morale of other employees as well as evaluation of the work productivity of the remote worker.

C. Expenses. The employee is responsible for setting up and establishing a suitable work environment for purposes of working remotely.

- The remote work area should be free from obvious safety hazards and suitable for the type of work being performed by the employee. The Town will not be responsible for costs associated with setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- The employee is responsible for all expenses related to maintaining their remote workspace as required to perform job functions and responsibilities. This may include homeowners/rental insurance, utility and internet costs if a reliable internet connection is required for full job functionality.

- It will be the employee's responsibility to determine any income tax implications of maintaining a remote workspace. The Town will not provide tax guidance, nor will the Town assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.
- Remote work will not be considered enough of a reason on its own, for the employee to be eligible for a Cell Phone Allowance.

D. Equipment & Supplies. The Town may provide specific equipment, depending on the employee's assignment and responsibilities. This may include a laptop, computer hardware (such as one full-size monitor, keyboard & mouse), power cords, software, email, voice-mail, and/or other primary equipment as deemed necessary. No additional secondary equipment such as printers or a second computer monitor will be provided by the Town.

- All equipment, software, and data provided by the Town to the employee for remote work must only be used by the employee or other authorized persons (i.e.; IT personnel) for Town business.
- The Town will be responsible for support, repair, and maintenance of Town equipment only, excluding internet connectivity issues. IT personnel or the Town's IT contractor will determine whether support can be completed from the remote workspace or if the equipment must be brought back to the office. The Town will not cover expenses, including mileage, for transporting Town-owned equipment to and from the remote workspace.
- When the employee uses their own equipment, the employee is responsible for maintenance and repair of that equipment. The remote worker will be responsible for any damage from negligence or misuse, or from a power surge if no surge protector is used.
- Office supplies, such as pens and paper, will be provided by the Town as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's Supervisor in writing.

E. Information Security and Management. Remote workers agree to review and comply with all Town IT and Computer Use policies and the guidelines set forth. In addition, remote workers are reminded:

- Physical documents that contain personally identifiable information must not be removed from Town offices or buildings.
- Exercise caution if using personal electronic devices for Town communications and work, as all will be subject to Freedom of Information Law requests.
- Transport and store equipment in a safe and secure manner and keep all equipment password protected.
- Refrain from using Town-owned equipment for personal use, downloading suspicious, unauthorized or illegal software.
- Take measures to preserve and protect against the disclosure of any confidential information, and ensure that no other individuals are able to access Town systems or information.
- Immediately report any information breaches, unauthorized disclosures of information, access to Town systems, or violations of any policies of the Town, including this Remote Work Policy.

V. Termination, Mutual Cancellation or Suspension of a Remote Work Agreement.

- The Town reserves the right to modify or terminate such agreement with ten (10) days' notice, at any time for any reason. Termination of a remote working arrangement is not grievable under

