



To: City of Whitewater Common Council

From: Sara Marquardt, HR Manager

Date: April 4, 2024

Re: Flexible Work Arrangements

During the Common Council meeting on April 6, 2023, Council reconsidered the Flexible Work Policy, ultimately approving the Flexible Work Arrangements Policy with changes.

Minutes: RECONSIDERATION OF COUNCIL ACTION ON FLEXIBLE WORK POLICY. Gerber summarized the updates to the policy included in the packet and stated that she brought this item back to share concerns that have been expressed to her by employees and concerns that she has. She further stated that she was not against to flexible work or working remotely. In her point of view, she was opposed to the way that the policy was written and approved at the last meeting, and was asking for the Council to consider the proposed changes. She stated that the policies are meant to provide guidance for management to implement the flexible work arrangement and are not there to hinder our City Manager or any Managers, but support them from in their decision making and protect the City from any potential personnel issues. Gerber followed with a summary of her concerns and the changes she proposes.

Moved by Gerber to reconsider and seconded by Allen. Allen stated his concern with work-from-home is that we are a service industry and we should be here. He further stated his concern that work-from-home would not be available to all employees. AYES: McCormick, Allen, Schreiber, Gerber. NOES: Majkrzak, Dawsey-Smith, Brown. ABSENT: None. Motion passed. 4/13 2 Moved by Gerber to approve the Flexible Work Arrangements Policy with proposed redlined changes. Seconded by Allen. Attorney McDonell confirmed that this would replace the previous draft policy. Brown expressed concern for the delay and stated that we are not putting trust in our new City Manager. City Manager Weidl stated that there was nothing that he could not work with. AYES: Dawsey-Smith, McCormick, Gerber, Brown, Allen. NOES: Majkrzak. ABSENT: None. Motion passed.

As of March 21, 2024, the City Manager has approved five flexible work arrangement requests. Employees utilizing work-from-home arrangements are required to maintain activity logs submitted to their supervisors and HR for review. The approved arrangements and their status are detailed below:



Job Title	Arrangement	Date Approved/Denied	6 Month Review Date	Notes
GIS Analyst	Mondays work from home	Approved-5/24/2023	Reviewed-7/31/23 - Schedule was modified to PT to accommodate employee's school schedule	Reviewed in December - Employee separated employment effective 1/12/2024
IT Director	Tuesdays work from home	Approved-5/24/2023	11/24/2023	3/21/24 Employee has not utilized the benefit
Water & Wastewater Employees	Summer hours implemented year-round	Approved-9/19/2023	3/19/2024	3/19/24 – requested input from staff and employees; feedback has been positive *
Street Employees	Summer hours implemented year-round	Approved-2/14/2024	8/14/2024	
Media Producer	Work from home for work that does not require City hardware (graphic design, animation)	Approved-3/19/2024	9/19/2024	

HR's assessment indicates the policy is functioning as intended with no recommended changes.

Attachments:

1. Flexible Work Arrangement Policy
2. Daily Activity Log for Work at Home Arrangements
3. * Staff and Employee Feedback – We solicited feedback from a range of staff members, including the Clerk, Police Chief, Administrative Assistants, Chief of Staff, Director of Public Works, Comptroller and Utilities Technician, to gather their perspectives on the change. Furthermore, we sought input from Water and Wastewater employees to ensure we captured a range of viewpoints on the matter.