

MEMORANDUM

Date: October 1, 2026

To: Department Directors and Employees in City Manager Departments

From: Maraskeshia S. Smith, City Manager 

**Subject: Remote Work and In-Office Work Direction for City Manager
Departments Effective January 4, 2027**

This memorandum provides direction to departments under the City Manager's authority regarding remote work and in-office presence. This direction is issued consistent with the City Charter, applicable labor agreements, and the City's existing Remote Work Policy.

The purpose of this direction is to promote a more uniform application of the Remote Work Policy within City Manager departments while supporting continued service delivery, effective supervision, team operations, and collaboration. Consistent with the City's Remote Work Policy, remote work is a workplace strategy and employee privilege; it is neither an entitlement nor a vested right.

Effective January 4, 2027, employees participating in remote work must report to a physical City worksite no fewer than three days each workweek. Accordingly, employees may work remotely up to two days per workweek, subject to departmental approval and operational needs. This requirement applies regardless of an employee's approved alternative work schedule, (such as 9/80 and 4/10 schedules). Departments may require additional in-office workdays when necessary to meet operational or business needs.

Each work group or division must establish at least one common in-office workday when all employees in that work group or division are scheduled to report to a physical City worksite. Departments must also ensure that each physical work location maintains appropriate in-person coverage each workday, including at least one (1) employee on site during regular business hours, to support walk-in service where applicable, telephone coverage, mail handling, and other on-site operational needs.

The City's existing Remote Work Policy provides the framework for remote work arrangements, including eligibility, employee responsibilities, and operational requirements. Employees are required to maintain a current [Remote Work Request Form](#) that accurately reflects their approved remote workdays.

Consistent with the notice provisions of the City's Remote Work Policy, this memorandum serves as written notice that all existing approved remote work arrangements will end effective January 3, 2027. Employees who wish to continue participating in remote work effective January 4, 2027, must submit an updated Remote Work Request Form through their department's approval process. Remote work arrangements remain subject to periodic review and continued supervisory approval based on operational needs and employee performance.

Department Directors are responsible for reviewing current remote work arrangements and taking the steps necessary to ensure compliance with this direction by January 4, 2027. Employees should work with their supervisors before the effective date to complete any required updates to their Remote Work Request Forms and obtain the necessary approvals. Operational and business needs shall take precedence over individual remote work preferences.

Thank you for your continued support in maintaining effective operations, collaboration, and service delivery.