

Remote Work FAQs

Effective Jan. 4, 2027

1. How many days may I work remotely?

Employees approved to participate in remote work may work remotely up to two days per workweek and must report to a physical City worksite at least three days per workweek. Departments may require additional in-office days based on operational or business needs.

2. Does the three-day in-office requirement apply to employees working a 9/80 or 4/10 schedule?

Yes. Employees participating in remote work are expected to report to a physical City worksite at least three days each workweek, including employees working an approved alternative work schedule such as a 9/80 or 4/10. An alternative work schedule does not change the requirements for participation in remote work. Employees working an alternative schedule may have fewer than two remote days in a week if necessary to meet the three-day in-office requirement.

3. Who determines which days I work remotely?

Remote work schedules are established through the department's approval process based on operational and business needs. Each work group or division must also 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.

4. Can my department require me to come into the office on an approved remote-work day?

Yes. Departments may require additional in-office attendance when necessary to meet operational or business needs.

5. Does someone have to be physically present at each work location every workday?

Yes. Departments must ensure that each physical work location has appropriate in-person coverage each workday, including at least one employee on site during regular business hours. Staffing levels may need to be higher depending on walk-in service, telephone coverage, mail handling or other operational needs.

6. What if a work location does not have enough physical space to accommodate the required in-office presence?

Departments should first evaluate workspace and scheduling options. Limited exceptions may be considered when there are documented physical worksite constraints or specific operational service delivery needs. An exception is subject to review and approval by the City Manager.

7. What happens to my current Remote Work Agreement?

Existing approved remote work arrangements will end effective January 3, 2027. Employees who wish to continue participating in remote work beginning January 4, 2027, must complete the applicable updated Remote Work Request Form and obtain the necessary approvals.

8. Am I guaranteed two remote-work days each week?

No. Two days is the maximum amount of remote work permitted under this direction, not a guaranteed number of remote days. Operational and business needs take precedence over individual remote-work preferences.

9. What happens if a holiday or approved leave falls on one of my regular in-office days?

If a holiday or approved leave falls on a regularly scheduled in-office day, no make-up in-office day is required, unless the Department Head determines that additional in-office attendance is necessary to meet operational or business needs.

10. What if I have a reasonable accommodation involving remote work?

Reasonable accommodation requests will continue to be addressed through the City's established reasonable accommodation and interactive process procedures. Employees should contact Human Resources with questions regarding an accommodation.

11. What if I am sick but still able to work?

The Remote Work Policy allows supervisors to approve temporary remote-work arrangements for occasional or non-recurring circumstances when the employee is able to perform their duties and the position is suitable for remote work. Approval is discretionary and is not guaranteed. Employees should not assume that being ill automatically authorizes them to work remotely. If remote work is not approved and the employee is unable to report to the worksite, the employee should use appropriate leave consistent with City policy.

12. Who should I contact if I have questions about my schedule or remote-work arrangement?

Employees should first discuss scheduling and operational questions with their supervisor or department management. Questions regarding interpretation of the Remote Work Policy, applicable labor agreements or other HR matters may be directed to Human Resources.