

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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3 **Resolution on Remote Work Policy**  
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5 The Committee on Rules and Legislative Administration adopts a policy on conducting  
6 remote work as follows:

7 (1) A Department Head, in consultation with the House Director of Human Resources,  
8 may approve a request by a supervised employee to work remotely during the 2024 interim, as  
9 provided in this policy. Approval of remote work is not a guarantee, and an employee’s request  
10 will only be approved if the Department Head determines that a remote work schedule does not  
11 reasonably interfere with the employee’s or department’s ability to perform required job duties,  
12 or to serve the House of Representatives and members of the public in a professional and  
13 efficient manner.

14 (2) An interim remote work schedule may begin June 1, 2024. Staff will return to fully in  
15 person work on November 18, 2024. As determined by the relevant Department Head, in  
16 consultation with the House Director of Human Resources, an employee’s remote work  
17 authorization may be suspended if a business need of the House reasonably requires the  
18 employee to work in person. This may include, but is not limited to, if a committee hearing or  
19 special session is reasonably expected to occur or other House business or departmental needs  
20 requires in-person work. As applicable, a suspended remote work authorization may be  
21 reinstated after the House business need or departmental need has been addressed, or after the  
22 committee hearing or special session has adjourned or recessed for a significant time.

23 (3) Staff must submit a work schedule for Department Head approval. Employees who  
24 are approved for an interim remote work schedule may work remotely on Monday, Thursdays,  
25 and Fridays during the interim remote work schedule. Tuesdays and Wednesdays will be  
26 reserved for in-person collaboration and team meetings, and Department Heads will set in-person  
27 attendance requirements for their staff based on departmental needs. Except as provided in  
28 paragraph (5), regular leave schedules of only Tuesdays and Wednesdays off will not be  
29 approved.

1 (4) Staff working remotely must be available for remote meetings and contacts in a  
2 reasonably prompt fashion similar to when they are in person. The Department Head may set  
3 work and performance expectations for their staff, including being reasonably available during  
4 certain hours or based on the work plan approved by the Department Head. Remote work  
5 privileges may be suspended by the Department Head or House Director of Human Resources  
6 for repeated unavailability or other performance issues.

7 (5) If feasible, a Department Head may, in consultation with the House Director of  
8 Human Resources, approve other temporary remote work for an employee with exigent health,  
9 family, or safety circumstances. A request for an accommodation must be communicated to the  
10 House Director of Human Resources.

11 (6) Paragraphs 1 to 4 sunset November 15, 2024. Nothing in this policy is intended to  
12 create, nor is it construed to constitute, a contract with any employee or employees.

Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

JAMIE LONG, CHAIR