

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 2023 interim, as
9 provided in this policy. An employee’s request may only be approved if the Department Head
10 determines that a remote work schedule does not reasonably interfere with the employee’s or
11 department’s ability to perform required job duties, or to serve the House of Representatives and
12 members of the public in a professional and efficient manner.

13 (2) An interim remote work schedule may begin two calendar weeks after the
14 adjournment of the 2023 annual session, and must end prior to the expected start of the 2024
15 annual session, on a date determined by leadership, in consultation with the House Director of
16 Human Resources. As determined by the relevant Department Head, in consultation with the
17 House Director of Human Resources, an employee’s remote work authorization may be
18 suspended if a business need of the House reasonably requires the employee to work in person,
19 including if a committee hearing or special session is reasonably expected to occur. As
20 applicable, a suspended remote work authorization may be reinstated after the business need has
21 been addressed, or after the committee hearing or special session has adjourned or recessed for a
22 significant time.

23 (3) Staff must submit a work schedule for Department Head approval. If approved for an
24 interim remote work schedule, an employee may work remotely on Tuesdays and Thursdays
25 during the 2023 interim.

1 (4) Staff working remotely must be available for remote meetings and contacts in a
2 reasonably prompt fashion, or may be suspended from remote work privileges by the Department
3 Head or House Director of Human Resources.

4 (5) If feasible, a Department Head may, in consultation with the House Director of
5 Human Resources, approve other temporary remote work for an employee with exigent health,
6 family, or safety circumstances.

7 (6) This policy sunsets the day prior to the start of the 2024 annual session.

Date: _____

Signed: _____

JAMIE LONG, CHAIR