

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 June 1, 2023, and must end prior to the expected start of~~
15 ~~the 2024 annual session, on a date determined by leadership, in consultation with the House~~
16 ~~Director of Human Resources~~ Staff will return to fully in person work on January 2, 2024. As
17 determined by the relevant Department Head, in consultation with the House Director of Human
18 Resources, an employee's remote work authorization may be suspended if a business need of the
19 House reasonably requires the employee to work in person, including if a committee hearing or
20 special session is reasonably expected to occur. As applicable, a suspended remote work
21 authorization may be reinstated after the business 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. If approved for an
24 interim remote work schedule, an employee may work remotely on Tuesdays, ~~and~~ Thursdays,
25 and Fridays 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 Paragraphs 1 to 4~~ sunset the day prior to the start of the 2024
8 annual session.

Date: _____

Signed: _____

JAMIE LONG, CHAIR