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Subject: Remote Work	Policy/Procedure Number: 00007
Effective Date: 1/1/2023	Review Date: 10/2022
Applicable To: VT State Legislative Employees	Revision Date: 10/2022
Issued By: Legislative Office of Human Resources	Approved By: Legislative Office of Human Resources; Joint Legislative Management Committee

PURPOSE AND POLICY STATEMENT

The Vermont General Assembly values the health and wellness of legislative employees. This policy establishes the practices for eligible employees working remotely from home or another off-site location, when necessary and appropriate, due to relevant circumstances. Work arrangements are subject to requirements of each employee's job and the approval of the employee's supervisor. This policy also addresses arrangements for remote work on-site in the Capitol Complex.

GENERAL GUIDELINES

Eligibility

To be approved for remote work, the employee's supervisor, in consultation with Human Resources as necessary, must determine that the employee meets the following criteria:

- has demonstrated the ability to work well with minimal supervision;
- has a history of reliable and responsible accomplishment of work duties;
- has demonstrated the ability to establish priorities and manage the employee's time; and
- understands and agrees to completing the employee's remote work tasks.

An employee working remotely must be reachable by phone and email while off-site. Depending on the work needs of the employee's office, the availability of a hybrid work arrangement may vary depending on the time of year.

Working Remotely For a Limited Time

An eligible legislative employee may be permitted and encouraged to work remotely for reasons such as:



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- staying out of the workplace with symptoms of illness, including mild symptoms of illness;
- caring for a child or other family member due to illness and/or the unavailability or limited availability of appropriate alternative caregivers;
- following applicable public health guidelines as per the Vermont Department of Health, CDC, or treating health care provider; and
- any other reason the employee's supervisor deems to be appropriate under the circumstances.

An employee should request approval from the employee's supervisor to work remotely as soon as practicable and prior to the start of the employee's workday whenever possible.

An employee working remotely under this policy and scheduled to testify in a legislative committee should notify the employee's supervisor, the appropriate committee assistant(s), and the appropriate committee chair(s) as soon as practicable to arrange for remote testimony or to reschedule, as appropriate.

Long-Term Hybrid Work Arrangement: Remote Work Off-Site

Under certain limited circumstances, an employee may be permitted to work a hybrid schedule in which some of the employee's work is performed remotely while the remainder of the work is performed on-site in the Capitol Complex. A long-term hybrid work request will only be approved when either (1) the employee's supervisor determines that the employee can fulfill all functions of the job remotely and that performing work remotely will not disrupt or adversely impact the work of the General Assembly and other legislative employees, or (2) the hybrid work schedule is necessary as part of a reasonable medical or religious accommodation provided to the employee by the employee's supervisor and the Legislative Office of Human Resources.

Hybrid Work Arrangement: Remote Work On-Site

Due to capacity limitations in committee rooms and chambers and other considerations, certain employees, depending on their role, may be allowed to monitor or participate in some committee work remotely from their offices, provided that remote work will not unreasonably disrupt the work of the committee. The employee will coordinate with the chair or chairs to develop a plan to enable remote participation.

This document is subject to change and is not intended to establish a contract of employment or any contractual rights.



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Employees with questions, concerns, or disputes with the content of this policy must notify their direct supervisor/director or the Legislative Office of Human Resources at the Vermont General Assembly, Montpelier, VT, in writing, which may include e-mail.