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Subject: Remote Work	Policy/Procedure Number: 00007
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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. In all instances, every effort will be made to minimize disruption to the work of the General Assembly.

GENERAL GUIDELINES

Eligibility

To be approved for remote work, the employee's supervisor, in consultation with the Legislative Office of 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;
- agrees to complete the employee's normal job duties remotely; and
- has network connectivity sufficient to complete the employee's job duties.

Other Considerations

An employee working remotely must be reachable during work hours to ensure communication appropriate to the employee's job duties in a timeframe comparable to working on-site. Based on the work needs of the employee's office, the availability of a remote work arrangement may vary depending on the

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time of year. The Vermont General Assembly does not provide Internet connectivity for remote access.

Working Remotely for a Limited Time

A legislative employee may be permitted and encouraged to work remotely, provided the employee is able to meet all the eligibility requirements for remote work, for reasons such as:

- 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. In the event the employee cannot meet all the eligibility requirements for remote work, the employee should use relevant leave benefits.

As applicable, an employee approved to work remotely under this policy should notify the employee's colleagues, the appropriate committee assistant(s), and the appropriate committee chair(s) as soon as practicable to coordinate remote participation or reschedule as necessary.

Hybrid Work Arrangement: Remote Work Off-Site

Under certain circumstances and based on the work needs of the employee's office, an employee who meets the eligibility requirements 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 hybrid work request will only be approved when the employee's supervisor determines that the employee can fulfill the functions of the job remotely and performing the work remotely will not disrupt or adversely impact the work of the General Assembly and other legislative employees.

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

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committee. The employee will coordinate with the chair or chairs to develop a plan to enable remote participation.

Remote Work as a Reasonable Accommodation

In appropriate circumstances, an employee may be approved for remote work or a hybrid work schedule 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. Medical and religious accommodations will be considered and provided in accordance with applicable law.

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

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.