



<b>Subject:</b> Remote Work	<b>Policy/Procedure Number:</b> 00007
<b>Effective:</b> 1/3/2022–12/31/2022	<b>Review Date:</b>
<b>Applicable To:</b> VT State Legislative Employees	<b>Revision Date:</b>
<b>Issued By:</b> Office of Legislative Human Resources	<b>Approved By:</b> 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 policies and practices for employees to work remotely from their homes during the legislative session when necessary and appropriate due to relevant circumstances. It establishes the policies and practices for employees, subject to requirements of each employee's job and the approval of the employee's supervisor, who request and are able to do so, to work remotely from their homes. It also addresses arrangements for remote work on-site in the Capitol Complex.

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## WORKING FROM HOME FOR A LIMITED TIME

Eligible legislative employees may be permitted and encouraged to work remotely for reasons such as:

- caring for a child or other family member due to an actual or suspected case of COVID-19 or to quarantine requirements;
- following quarantine requirements as per the Vermont Department of Health;
- staying out of the workplace with symptoms of illness, including mild symptoms of illness;
- caring for a child or other family member due to the unavailability or limited availability of appropriate alternative caregivers; and
- any other reason the employee's supervisor deems to be appropriate under the circumstances.

Employees should request approval from their supervisor to work remotely as soon as practicable and prior to the start of their workday whenever possible.

Employees working remotely under this policy and scheduled to testify in a legislative committee should notify their 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.

## **EXTENDED HYBRID WORK ARRANGEMENT: WORKING FROM HOME**

Under certain limited circumstances, employees may be permitted to work a hybrid schedule in which some of the employee's work is performed remotely from home while the remainder of the work is performed on-site in the Capitol Complex. A 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 accommodation provided to the employee by the employee's supervisor and the Office of Legislative Human Resources.

## **HYBRID WORK ARRANGEMENT: REMOTE WORK ON-SITE**

Due to capacity limitations in committee rooms and chambers, 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 chair or chairs will coordinate with these employees to develop a plan to enable remote participation.

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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 Office of Legislative Human Resources at the Vermont General Assembly, Montpelier, VT, in writing, which may include e-mail.