

Proposed edits to remote work policy and residency requirement.

Section 6.68 Remote Work Policy

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B. Definitions

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Remote work encompasses three different options:

1. Hybrid Remote Work

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Employees work some portion of their schedule onsite and some portion away from a county work site. EODH, or their designees, must review and approve the employee's request.

- a. Employees who work 50% or more remotely may be required to share a workspace when they work onsite.
- b. County Employees are expected to perform their work at one primary worksite (either their home worksite or their office worksite) per day, which will be considered their "Designated Worksite" for that day. This means that if an employee on a hybrid schedule (who works from their home worksite on some days and from their office worksite on other days) chooses to "split" a single workday between their home worksite and office worksite, the travel between their home worksite and their office worksite is considered off-duty time because they choose to do so for personal reasons.

2. Temporary Out of State Remote Work

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Employees work out of state for more than one month, but less than six months, and must sign a Memorandum of Understanding (MOU) with their EODH regarding this work arrangement addressing the conditions of work, requirements for maintaining regular communication and other matters that are necessary to do the job effectively. Employees may not work out of state more than six months per calendar year and must be domiciled or maintain a permanent place of abode in Colorado. Employees must utilize their Colorado address in the county's timekeeping system while they are working out of state. Employees who work less than one month out of state do not need to sign an MOU as long as the short-term arrangement is acceptable to their supervisor.

3. Full-Time Remote Work

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An EO/DH may allow a small number of Boulder County employees to remote work on a full-time basis [provided the employees reside in Colorado](#). Such employees will not have a designated workspace onsite. Employees may be required to report for onsite work by their EO/DH or supervisor.

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C. Policy

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Remote work is a cooperative arrangement between an EO/DH or their designee, an employee, and the county, not an entitlement or benefit, and is based on the needs of the job, workgroup, the county's needs, and the employee's past and present levels of performance. Boulder County values collaborative teamwork and wants to provide significant opportunities for in-person interaction.

a.—Each EO/DH will determine the level of in-person interaction necessary to provide reasonable opportunity for in-person collaboration, relationship development and team building.

Section 6.7 Residency Requirements

Employees of Boulder County must reside in Colorado unless they have received permission to reside within Boulder County.

However, the BOCC or the appropriate EO/DH, reserves the right to:

- Impose on key employees, with duties which clearly and demonstrably require them to be close to their place of employment, reasonable requirements as to the maximum distance they may reside from their place of work. Such conditions may be imposed after hearing by resolution.
- Impose residency requirements on key appointed Officials. Such conditions may be imposed by resolution.