**Hybrid Work Policy**

**FAQs**

1. Is denial of a hybrid request grievable by the union?

No, hybrid work does not change the terms or conditions of employment. How the work is performed, including the location where work is performed is a management right, and therefore, not grievable by a Union. Under the City policy and the related procedures employees request the opportunity to work under a hybrid agreement. It is management’s determination whether the work can be performed in a proposed hybrid setting.

1. If an employee indicates that they cannot come to an in-person meeting since they work remotely, what is the appropriate response (and notification time frame that they must report in person)?

If management determines that the employee must report to the City worksite (office) for a meeting or other event, the remote employee must report in person for that meeting. The department has the discretion to determine who will need to attend meetings in person or on TEAMS. The timeframe for reporting to the City worksite (whether it is hours and/or days) should be set for in the Hybrid Work Agreement. Reasonable timeframe requests should be considered but the ultimate decision falls to management. However, in some circumstances the timeframe to report to the City worksites may be on very short notice and could be outside of the agreed upon timeframe within the Hybrid Work Agreement.

1. Are compensation parameters being considered for remote vs non-remote workers? Is there an ETA on the City's remote work policy?

No, all employees will be paid the wages that have been approved by their collective bargaining agreement regardless of their remote status.

1. Does the City have to reimburse for mileage and/or parking fees when employee is required to attend in-person meeting on a day scheduled to work remotely per their hybrid agreement?

Travel time, mileage to permanent/principal work locations, off-site meetings, or inspections will not be compensated unless required by law or the relevant CBA.

1. It would be great if a statement is added to the form that says: Hybrid employees may/will be required to attend in person meetings on days scheduled to be remote. Could the worker agreement be available as a word document and fillable PDF?

The policy states the following:

**Meetings- Hybrid** workers must attend all required meetings (either in-person or remotely - via telework, as directed by the supervisor) and are also responsible for obtaining information from optional meetings when such meetings impact their work with the City.

1. Expectations for meetings held via telework are as follows:
	1. Reduce distractions.

2. Follow departmental/supervisor directives regarding use of video for meetings that would normally be in person.

3. Maintain a professional environment, appearance, and behaviors as though in the office.

1. In person City meetings, including meetings with customers, may be conducted off-site, but not in a personal residence.
2. Considering we have been working as a Hybrid work department for many employees - when are these agreements due?  By when should they be signed? If hybrid arrangement is cancelled - what timeframe/how much notice must we give the employee?

The department will be the ultimate decision-maker regarding their employees and when they would like all of the signed agreements returned. A realistic expectation of completion would be 2 months for a large department (depending on the size of the dept).

1. If a hybrid employee's trips on their home steps and hurts a knee or elbow, should this be filed within WC?

A remote employee is generally covered by the City’s Workers' Compensation insurance while acting in the course and scope of employment and must report any injury to their supervisor immediately, or before the end of their shift.

1. What is the City's expectation/policy to have hybrid employees doing childcare during their work time? Or act as primary care giver for any 3rd party?  We have workers who wish to work hybrid to accommodate their child and/or pet care needs.  If they are working hybrid to specifically accommodate those needs, are we still able to enforce them not doing care while we expect them to be working.

While the employee may desire to provide child or third-party care, hybrid work arrangements should not be approved based upon those purposes. Under the Hybrid Work Policy ”Hybrid work arrangements are implemented at the discretion of the department or office management and must provide a business-related benefit to the City.” Thus, if there is no business-related benefit to the City, or the hybrid arrangement does not provide that benefit, a hybrid work arrangement should be denied/discontinued. Management’s right to enforce work rules and productivity standards remain in place. Additionally, the Policy provides:

* Hybrid working employees remain responsible for satisfactory performance of all job duties, responsibilities and obligations associated with their position.

Hybrid workers are expected to make appropriate arrangements needed for dependent care to allow their work to be performed in a timely and professional manner during assigned work hours.

Expectations for meetings held via telework are as follows:

* 1. Reduce distractions.
	2. Follow departmental/supervisor directives regarding use of video for meetings that would normally be in person.
	3. Maintain a professional environment, appearance, and behaviors as though in the office.

If the employee is not following these work rules and/or not meeting productivity standards, the supervisor must meet with the employee and discuss the issues and potentially discontinue the Hybrid Work Agreement.

1. What would be the minimum number of days they would need to be in-office to qualify as "hybrid" vs "remote"?

 Each department will make that decision. There isn’t a universal set number of days.

1. Are you qualifying Hybrid work as longer term not necessarily a two week or two-month stint out of the country or in other states?

 Any term (amount of time) of remote work outside of the agreed Hybrid Work Agreement should be discussed with supervisors/management and agreed to prior to performing such work. The current Hybrid Policy/Agreement do not contemplate “ad hoc” or “emergency” remote work.

1. What resources are available to verify if employees are working in the states of Minnesota or Wisconsin? How do we monitor employees working outside the two states?

The Hybrid Work Agreement requires the location of the remote work to be declared by the employee and agreed upon with management. If it is discovered that the employee has unilaterally changed that location without consent of departmental management, the Agreement should be rescinded, and the hybrid work arrangement should be discontinued. Also, discuss with Human Resources - Labor Relations the potential for discipline.

Currently the City is only supporting hybrid work agreements. The definition of hybrid work is the employee regularly spends some time working in a City workplace and sometime remotely. This policy is not appropriate for employees performing work outside of the geographic area which would allow the employee to meet the obligation to report to the City worksite on that basis.

If an employee or applicant for employment requests the opportunity to work outside of the geographic area which supports hybrid work pursuant to this policy, the department must contact Human Resources to discuss the issues related to the work and/or employee location prior to agreeing to any such arrangement with the employee/applicant. Do not use the City’s Hybrid Work Policy/Agreement under these circumstances.

The City provides one leased working station. If employees want monitors at home they need to submit the [Non-Portable IT Equipment Removal Request](https://stpaulmn.sharepoint.com/%3Aw%3A/r/_layouts/15/Doc.aspx?sourcedoc=%7BAE5B1004-01F3-4A59-A61E-6A1A4397700E%7D&file=NPITE%20Removal%20Request%20Form.docx&action=default&mobileredirect=true&DefaultItemOpen=1).

1. What are the income tax implications for someone working in Wisconsin while working for the City?  Their income was technically earned in Wisconsin...

Tax implications of hybrid workers are the sole responsibility of the employee, and the City cannot advise the employee on those implications. Suggest that employees talk with their tax specialist regarding these types of questions.

The tax reciprocity only deals with people residing in Wisconsin but working in Minnesota.  If they are actually working in Wisconsin the City must report the income earned while working in Wisconsin to the State of Wisconsin, withhold Wisconsin taxes, etc.  Just like when the Vikings play the Packers: 1/17th of the players salary is reported to and taxed by Wisconsin, even though they're employed by a Minnesota based company.

1. The policy requires always using a secure internet connection.  What constitutes a secure internet connection to the city? Define safe/secure how do we establish that?

Currently, there isn't any contracts with the City that address the cost or the bandwidth levels in someone's home. It's up to the supervisor/leader to determine if someone's work is impacted by their bandwidth, and if so, require the staff member to work onsite.

1. How are Workers Comp claims to be addressed for employees performing under a work agreement?

It should be the same process, the supervisor and employee complete the FROI, Employee Safety Report and Supervisor Safety Report and submit them to Work Comp and copy me, Bev, and the Safety Officer (when one is hired).

1. In terms of performance management, once a work agreement is in place, is it necessary to rescind the agreement first before implementing any further action or discipline? In other words, are we instituting an additional step for employee performance management?

It is a separate process, not part of discipline but part of performance management.

1. When is this expected to be implemented?

Immediately