

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 02</b>	<b>Employment</b>		
<b>Section 06</b>	<b>Telecommuting</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>October 13, 2025</b>
<b>Approved By:</b>	<b>Nate Mara, City Manager</b>	<b>Effective Date:</b>	<b>January 1, 2026</b>

**02.06 - Telecommuting**

To allow a telework option for existing employees whose positions and work assignments can be completed at home or an alternate work location for all or part of their work week.

Temporary telework arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on intermittent family or medical leave to the extent practical for the employee and the organization with the consent of the employee's health care provider, as appropriate. Employees may not telework while on FMLA leave, except for intermittent FMLA leave. All informal telework arrangements are made on a case-by-case basis, focusing first on the business needs of the department.

City telework schedules are only to be used on a temporary basis. No telework schedule may continue beyond 90-days without approval of the City Manager or their designee.