



Administrative Regulations

Office of the Mayor

Title: FLEXIBLE WORKING ARRANGEMENTS

A.R. Number: 5.26 **Effective Date:** 5/15/2023 **Page:** 1 of 4

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

The City of Richmond supports employee work-life balance. To ensure the city attracts and retains exceptional talent flexibility in working arrangements is standard in all city positions.

II. POLICY

The City of Richmond reserves the right to change, remove, or add flexible work arrangements, and individual employees' work arrangement, at its discretion. The Chief Administrative Officer shall determine any stipends, incentives, or other allotments that coincide with any work arrangement.

Employees may have the opportunity to enjoy flexibility in their work arrangements. Not all flexibility arrangements shall be available to all employees, the character of flexibility will depend on the duties and responsibilities of their role. Flexible working arrangements are neither an employee benefit nor an entitlement, and it does not change the terms and conditions of employment. Attendance in the workplace is an essential function of employment with the City of Richmond.

Individual flexible work arrangements shall be entered into by the employee and the appointing authority/department head or designee upon hire, upon request, or when the duties and responsibilities of the role change to such a degree that the original/existing flexible working arrangement is no longer appropriate.

All pay and leave entitlements will be based on the employee's official primary duty location. The employee is responsible for tax consequences associated with teleworking and compliance with any other laws including local zoning regulations. Employees may wish to consult their attorney or tax accountant regarding any legal or tax implications associated with the use of their residence or offsite location as a work location.

Flexible work arrangements shall take the form of one of the following:

A. Set City of Richmond Office Location

Workers conduct their duties at a set physical location. These positions consist of duties and responsibilities that require workers to be at a city office to complete them. These workers often require a set workplace or station to do their job efficiently or effectively.



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B. Set Fieldwork

Workers conduct their duties entirely in the field. Their duties and responsibilities require off-site field work most of the time, with check-ins to receive daily assignments. These tend to be the most public facing roles across the city and do not require on-site facilities.

C. Mixed

Workers who conduct their duties both on-site and in the field. These positions require workers to be both at the office, in the field, or at a designated worksite to complete their duties. They may use hoteling space rather than a traditional office setup.

D. Remote Hybrid

Workers operate according to a fixed schedule that defines where they perform their duties. In this arrangement work is conducted both at an off-site, approved, non-city location as well as a set city location/in the field location. They operate on a set schedule but may be allowed flexibility to adjust their working location or schedule to account for situations or tasks that require a different set up.

E. Mixed Plus

Workers conduct duties primarily in an approved remote setting but are required at times to be either on-site or in the field. When in the office, they may use hoteling space rather than a traditional office set up.

Employees who are performing below expectations may be moved to a different working arrangement to support corrective action in order to improve employee performance.

III. PROCEDURE

Upon hire, or starting in a new position, each employee will be assigned an appropriate work arrangement based on the duties, responsibilities, and expectations of the position. These work arrangements will be set forth by the Department of Human Resources. Supervisory staff is responsible for ensuring the work arrangement is followed in accordance with this policy.



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The employee and the appointing authority/department head or designee will sign and submit a working arrangement form that will be kept on file at the city agency and with the Department of Human Resources.

If/when a new working arrangement is requested, whether initiated by the employee or the appointing authority/department head or designee, a new, signed working arrangement form shall be submitted and kept on file at the city agency and with the Department of Human Resources.

IV. RESPONSIBILITY

Appointing Authority and/or Department Head – The appointing authority/department head or designee is responsible for determining what flexible working arrangements are appropriate for what roles, and for managing the working arrangements of employees.

Department of Human Resources (HR) – HR is responsible for oversight and administration of this policy. HR is the central repository for all personnel files and information. HR shall make available all necessary procedures and forms to departments and employees and provide guidance when questions arise.

Employee – Employees are responsible for abiding by the requirements and processes of this policy.

V. DEFINITIONS

Fieldwork – Work that is performed in the field.

Off-site – A place of work that is not located on city property.

On-site – A place of work that is located on city property.

Remote – A place of work that is in an off-site, approved, non-city location.

Work Arrangement – An agreement entered into by an employee and their appointing authority/department head or designee that defines the flexibility arrangements the employee is allowed for their position.



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VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval


CHIEF ADMINISTRATIVE OFFICER


MAYOR