



# City of Smyrna

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## Issue Sheet

File Number: POL2020-05

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**Agenda Date:** 7/16/2020

**Version:** 1

**Status:** Presented

**In Control:** Committee of the Whole

**File Type:** Policy

**Agenda Number:** G.

**WARD / COUNCILMEMBER:** City Wide

**\$ IMPACT:** 0

**Agenda Title:**

Approval of Flex Time Policy (EMP 9-0) Update expanding flexible work arrangements to include telecommuting and authorize the Mayor and City Administrator to execute all related documents.

**ISSUE AND BACKGROUND:**

Current policy was adopted in 2011 and is need of a general update.

The Task Force on Employee Recruitment and Retention also recommends changes to include telecommuting options.

The proposed update, changing the policy title to ALTERNATE WORK ARRANGEMENTS, retains several options for flexible schedule and is expanded to include telecommuting, while simplifying the request, review and approval process.

**RECOMMENDATION / REQUESTED ACTION:** Approval of Flex Time Policy (EMP 9-0) Update expanding flexible work arrangements to include telecommuting and authorize the Mayor and City Administrator to execute all related documents.