



# BOARD REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

**SUBJECT:** DISCUSSION: WORK FROM HOME POLICY

**AGENDA:** 9/2/2025

**DATE:** 8/22/2025

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## ISSUE

Shall the Village of Sugar Grove codify a Work from Home Policy?

## DISCUSSION

The Village Administrator was tasked with creating a Work from Home Policy. Staff has prepared a proposed Work from Home Policy to provide eligible employees limited flexibility to perform job duties remotely while maintaining productivity and service standards. The following are key provisions of the policy:

- Eligible employees may request to work remotely, subject to Department Head approval.
- A maximum of four (4) remote workdays per calendar month is permitted, unless otherwise authorized by the Village Administrator under special circumstances.
- Employees must remain fully accessible during work hours, ensure confidentiality, and meet established performance expectations.
- Supervisors will monitor progress and may revoke privileges for non-compliance.

## Next Steps

1. Staff will incorporate feedback from the Village Board.
2. A resolution adopting the policy will be presented for approval on September 19<sup>th</sup>.
3. The policy will be added to the employee handbook as part of the next handbook revision.

## COST

There is no cost for the discussion.

## ATTACHMENTS

Draft work from home policy version 1

**RECOMMENDATION**

Staff recommends that the Village Board discuss and provide staff feedback on a work from home policy.

## **Work from Home Policy v1**

**Purpose:** This Work from Home Policy outlines the conditions and guidelines under which employees of the Village of Sugar Grove may perform their duties remotely. The policy ensures that remote work arrangements maintain productivity and service quality while providing flexibility to employees.

**Eligibility:** Employees whose job duties can be performed remotely are eligible to request work from home. Eligibility is determined by the nature of the employee's role, job description, and the responsibilities of their position.

### **Approval Process**

1. **Initial Request:** Employees must submit a request to their Department Head for approval. The request should specify the proposed dates for working remotely and provide justification for the request.
2. **Department Head Approval:** The Department Head will review and either approve or deny the request based on operational needs and the employee's ability to effectively perform their duties remotely.
3. **Village Administrator Approval:** In special circumstances, employees may request additional remote workdays beyond the standard allowance. Such requests must be approved by the Village Administrator.

### **Guidelines**

1. **Monthly Limit:** Employees may work from home for up to four (4) days per calendar month, unless additional days are approved under special circumstances by the Village Administrator.
2. **Work Expectations:** Employees working from home are expected to be fully accessible during their scheduled work hours and maintain the same level of productivity as they would in the office.
3. **Equipment and Connectivity:** Employees are responsible for ensuring they have the necessary equipment and reliable internet connectivity to perform their job duties from home.
4. **Confidentiality:** Employees must take all necessary precautions to protect confidential and sensitive information while working remotely.
5. **Accountability:** Employees must submit regular updates on work progress as directed by their supervisors.

**Special Circumstances:** The Village Administrator has the discretion to approve additional work-from-home days for special circumstances, such as personal emergencies, health-related issues, or extraordinary operational needs.

**Non-Compliance:** Failure to comply with this policy may result in the revocation of work-from-home privileges and/or other disciplinary actions in accordance with the employee handbook.

**Effective Date:** This policy is effective as of [insert date] and will remain in effect until amended or rescinded.

**Policy Review:** This policy will be reviewed periodically to ensure it meets the needs of the Village and its employees.