



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

SUBJECT: APPROVAL: A RESOLUTION ADOPTING A WORK FROM HOME POLICY

AGENDA: 9/16/2025

DATE: 9/4/2025

ISSUE

Shall the Village Board approve a resolution adopting a Work from Home Policy?

DISCUSSION

On September 2nd the Village Board discussed a potential Work from Home Policy. The board had varying opinions on the topic. Most members agreed that in special circumstances allowing employees to work from home should be included in the policy. The draft policy was updated to reduce the number of allowed work from home days from 4 to 2 days a month. The policy will be added to the employee handbook during the next revision.

COST

There is no cost for the discussion.

ATTACHMENTS

Updated Work from Home Policy
Resolution adopting a Work from Home Policy

RECOMMENDATION

Staff recommends that the Village Board approve the attached resolution adopting a work from home policy.



VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS

RESOLUTION NO. 20250916AD1

A RESOLUTION ADOPTING A WORK FROM HOME POLICY

WHEREAS, technology allows employees to work from home, and;

WHEREAS, since the COVID-19 pandemic work from home has become a more common practice, and

WHEREAS, the Village of Sugar Grove doesn't have an officially adopted Work from Home Policy, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

The attached Work from Home Policy shall go into effect immediately and shall be added to the official Employee Handbook along with the next revision.

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 16th, day of September 2025.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	_____	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____	_____
Trustee Anthony Speciale	_____	_____	_____	_____	_____
Trustee Nora London	_____	_____	_____	_____	_____
Trustee Michael Roskopf	_____	_____	_____	_____	_____

Work from Home Policy

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, including but not limited to family medical and care needs, 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 two (2) 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, family health-related and care needs, 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 September 16, 2025, and will remain in effect until amended or rescinded.

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