



Memorandum

DATE: March 14, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Yvette Best, Director, Human Resources Division

SUBJECT: **Consent Agenda – April 11, 2023**
Revisions to the Orange County Policy Manual

A handwritten signature in black ink that reads "yvetbest".

CONTACTS: Reginald Davis, Human Resources Division 407-836-5479

The Human Resources Division continually reviews the Orange County Policy Manual to determine areas needing revision. The most recent review led to the creation of Policy 110 Hybrid/Remote Work that outlines guidelines for employees who work from a location other than our offices. The proposed changes will be a key competitive advantage for the County.

ACTION REQUESTED:

Approval of Orange County Policy 110 Hybrid/Remote Work with an effective date of April 11, 2023.

c Byron W. Brooks, AICP, County Administrator
Carla Johnson, County Administrator
Lisa Snead, Deputy County Administrator

BCC Mtg. Date: April 11, 2023

110 Hybrid/Remote Work

POLICY:

The Remote Work Program (RWP) is a management tool that may be used to increase the productivity and morale of employees, boost efficiency in the use of space, reduce operational costs, lessen the environmental impact of vehicle travel, and accommodate the special needs of employees.

The County will actively support the Remote Work Program when it is reasonable and practical to do so and where operational needs will not be adversely affected.