

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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3 **Resolution on Remote Work Policy**  
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5 BE IT RESOLVED, by the Committee on Rules and Legislative Administration, that the  
6 Minnesota House of Representatives adopts a policy on conducting remote work as follows:

7 (1) A Department Head, in consultation with the House Director of Human Resources,  
8 may approve a request by a supervised employee to work remotely during the 2025 interim, as  
9 provided under this policy. Approval of a remote work schedule is not guaranteed, and an  
10 employee's request will only be approved if the Department Head determines that a remote work  
11 schedule does not reasonably interfere with the employee's or department's ability to perform  
12 required job duties, or to serve the House of Representatives and members of the public in a  
13 professional and efficient manner.

14 (2) An interim remote work schedule may begin June 2, 2025. Staff will return to fully  
15 in-person work on December 1, 2025. The Speaker may also extend or suspend this policy based  
16 on House needs.

17 (3) The relevant Department Head, in consultation with the House Director of Human  
18 Resources, may suspend an employee's remote work schedule authorization if a business need of  
19 the House reasonably requires the employee to work in person. This may include, but is not  
20 limited to, if a committee hearing or special session is reasonably expected to occur, or other  
21 House business or departmental needs require in-person work. As applicable, a suspended  
22 remote work schedule authorization may be reinstated after the House business need or  
23 departmental need has been addressed, or after the committee hearing or special session has  
24 adjourned or recessed for a significant time.

25 (4) Staff must submit a remote work schedule for Department Head approval. Employees  
26 who are approved for an interim remote work schedule may work remotely on Monday,  
27 Thursdays, and Fridays during the interim remote work schedule. Tuesdays and Wednesdays  
28 will be reserved for in-person collaboration and team meetings, and Department Heads will set  
29 in-person attendance requirements for their staff based on departmental needs. Except as

1 provided in paragraph (6), regular leave schedules of only Tuesdays and Wednesdays off will not  
2 be approved.

3 (5) Staff working remotely must be available for remote meetings and contacts in a  
4 reasonably prompt fashion similar to when they are in person. The Department Head may set  
5 work and performance expectations for their staff, including being reasonably available during  
6 certain hours or based on the remote work schedule approved by the Department Head. Remote  
7 work schedule privileges may be suspended by the Department Head or the House Director of  
8 Human Resources for repeated unavailability or other performance issues.

9 (6) If feasible, a Department Head may, in consultation with the House Director of  
10 Human Resources, approve other temporary remote work for an employee with exigent health,  
11 family, or safety circumstances. A request for a disability-related accommodation must be  
12 communicated to the House Director of Human Resources.

13 (7) Paragraphs 1 to 5 sunset November 30, 2025. Nothing in this policy is intended to  
14 create, nor is it construed to constitute, a contract with any employee or employees.

Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

HARRY NISKA, CHAIR