

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2
3 **Emergency Telecommuting Policy**
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5 As a result of the COVID-19 virus and in accordance with the MDH and CDC guidelines,
6 an emergency telecommuting policy was put into place for the House of Representatives.
7 Effective January 1, 2021, the House will continue to require employees to telecommute
8 consistent with the following principles:

- 9 • Follow the MDH and CDC protocols for masks and social distancing while in
10 House controlled spaces or while conducting House business.
- 11 • Require Department Director approval to work in House spaces or where House
12 business is conducted in person.
- 13 • Require Department Directors to maintain social distancing protocols through
14 alternate work areas, alternative work schedules, or staggered telecommuting
15 when in person work is required.
- 16 • Allow employees who are at or might be at an increased risk for severe illness or
17 who have regular members of their household who are at or might be at an
18 increased risk for severe illness to work with HR and/or their Department Director
19 if their position and duties do not allow for telecommuting.
- 20 • Require the supervisors to update HR if an employee will have a regular alternate
21 schedule.

22 If an employee is sick and unable to work, they should record sick time. If they are on vacation,
23 that time should also be reflected accurately on their time card. Employees should follow their
24 department protocol for requesting time off or reporting sick time.

25 Supervisors may also find it necessary to reassign work in case of illness or due to other
26 department needs.

Date: 1/6/21

Signed: 
RYAN WINKLER, CHAIR