

DEPARTMENT MANUAL CHANGE LETTER NO. 21-83

Issue Date: 11-24-21

TO: Code 1, All Department Manual Set Holders  
Code 2A, All Staff

CONTACT PERSON: First-line Supervisors and above may contact their Division  
Manager for questions concerning these guidelines.

RE: [DM 23-909.2, Remote Work Guidelines](#)

Department Manual section 23-909.2 Remote Work Guidelines has been updated.

The changes include removing the prohibition on alternate work schedules, eliminating the language prohibiting managers and above from having a remote work agreement, and allowing employees to submit proof of an ergonomic set-up in the last step of the approval process.

These guidelines are effective 11-12-21.

FILING INSTRUCTIONS

Section 23-909.2 will be updated on STARS.