

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Remote Work Policy Amendments

Presented by: Kate Newman, Deputy County Manager

Date: 5/13/2025

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue: Amendments to the Remote Work Policy to define Colorado resident.

Background: The existing policy allows employees to work outside the office for all or part of their workweek. Jefferson County considers remote working to be a viable, flexible work option when both the employee, the job, applicable income tax laws, workers compensation laws, and cyber security protocols are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others.

Discussion:

The policy also allows employees to work from outside the state for up to 30 consecutive calendar days at a time, and up to a maximum of 60 workdays (based on the employee's work schedule) in a calendar year, subject to supervisor approval. The proposed amendments define a Colorado resident for the purpose of determining when an employee is working remote from outside the state. An employee is a Colorado resident if either the employee is domiciled in Colorado or the employee maintains a permanent place of abode in Colorado and spends, in aggregate, more than six months of the tax year in Colorado. Further amendments define domicile.

Fiscal Impact: ☐ yes ☒ no

SPA Review: 4/28/25 Brett Deady. Support, no concern. No fiscal impact.

County Attorney Review: Approve, Eric Butler 4/30/25

Facilities Review: Mark Danner, Facilities Management Director, 4/28/25

BIT Review: Andy Corbett, 4/30/25

Fleet Review: Janice Mayer, Fleet Services Director, 4/28/25

County Human Resources Review (new FTE only): Jennifer Fairweather, 4/30/25

Recommendations: Direct staff to bring the amended policy to a future hearing for consideration.

Originator: Kate Newman, Deputy County Manager

Contacts for Additional Information: Nicole Miller, Employee Relations and Training Director. Jennifer Fairweather, Chief Human Resources Officer. Eric Butler, Deputy County Attorney. Andy Corbett, Chief Information Officer. Mike Dobbs, Safety & Compliance Director. Dan Conway, Chief Financial Officer. Heather Frizzell, Finance Director.