

M E M O R A N D U M

TO: Honorable Chair and Members of the Board of County Commissioners
FROM: Joe Kerby, County Manager
RE: Amendments to Policy Part 5, Chapter 1, Section 9 Regarding the Remote Work Policy- Human Resources
Date: 6/10/2025

Staff Recommendation:

WHEREAS, proposed amendments that define Colorado resident will provide guidance to employees and supervisors when determining remote work situations.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing Remote Work Policy is hereby rescinded and replaced with the attached hereto, effective June 10, 2025.

Resolution No: CC25-145

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.

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 remotely 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: none

BCC Briefing Presented on: 5/13/2025

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