
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Approve Remote work for Accountant Hodge**
DATE: August 23, 2022

Background:

Accountant Hodge and her significant other have made a life-changing decision that results in Ms. Hodge moving to the Grand Rapids area. She, however, wants to continue to work for the City, and I can't fathom the thought of hiring another new staff person at this time.

Ms. Hodge has yet to place her St. Cloud home on the market, but would like to begin working remotely three days per week starting October 5, 2022. At this time, we have identified that she would work Monday and Tuesday in the office and the remainder of the week remotely. This will give staff sufficient time to properly prepare the necessary equipment and materials for her to work remotely.

With the various capabilities included in the new finance software, this is a request that can be accommodated very easily. I propose we evaluate this arrangement every three (3) months and make adjustments as needed.

Recommendation:

Staff recommends that the City Council approve remote work for Accountant Hodge starting October 5, 2022.