



Bloomfield Township

Memorandum

To: All Employees
From: Jennifer Haring, Director HR
Subject: Remote Work Approval Procedure
Date: 01/27/2026
Cc: Accounting

This memo is intended to document the expectations and procedures related to remote work approval.

Currently, we do not have a remote work from home policy.

All decisions regarding remote work including those that are influenced by weather conditions must be escalated to HR and Township Supervisor.

In situations where weather conditions are questionable, the Township Supervisor will coordinate with the Department of Public Works (DPW) and the Police Department (PD) to make the final determination. The Township Supervisor will provide direction how staffing should be aligned.

Operational solutions are required to ensure department coverage if some team members work remotely.

Department Heads must work with HR and the Township Supervisor to communicate with payroll creating consistency in approvals. This includes remote work related to medical recovery.

This information will help ensure alignment with established expectations and proper documentation moving forward.

Thank you for your cooperation.