



TOWN OF UPTON, MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

March 18, 2020

Temporary Telecommuting Policy

In the event of an emergency such as a weather disaster or pandemic, the Town of Upton may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

In the event of an emergency, the Town of Upton may require certain employees to work remotely. These employees will be advised of such requirements by the department manager. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department manager can initiate a temporary telecommuting agreement during emergency circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by human resources and signed by the employee and his or her manager.

The employee will establish an appropriate work environment within his or her home for work purposes. The Town of Upton will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

The Town of Upton will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Town and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and the Town of Upton may require employees to return to regular, in-office work at any time.

TOWN MANAGER

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Short-Term Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status (check one): Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers, which may include a weekly written report of activities.

The employee will comply with all Town of Upton rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care.

The employee will maintain a safe and secure work environment at all times.

Any injury sustained during working remotely at home will not be considered work -related.

Town of Upton will provide the following equipment: _____

Short-Term Telecommuting Agreement

The employee will provide the following equipment: _____

The employee agrees that Town of Upton equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Town of Upton equipment. The employee understands that all tools and resources provided by the Town shall remain the property of the Town at all times.

The employee agrees to protect Town tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with Town of Upton's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary Town and customer information accessible from their home offices.

Town of Upton will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with Town of Upton's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the Town remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to reimburse the Town for any damaged equipment beyond normal wear and tear during the use.

The employee agrees to return Town equipment and documents within five days of termination of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Town Manager signature: _____ Date: _____