



TOWN OF FOXBOROUGH
40 SOUTH STREET
FOXBOROUGH, MASSACHUSETTS 02035
Telephone 508-543-1219 FAX 508-543-6278

Emergency Reassignment of Duties Policy
Pursuant to the Foxborough Declaration of Emergency adopted March 17, 2020

I. Purpose

This policy memorializes the terms by which Town of Foxborough employees may be temporarily reassigned to perform essential duties for the Town, outside of the duties of their current position. The Town, the State of Massachusetts and the United States of America generally, are experiencing an unprecedented public health emergency related to the novel coronavirus and its related disease, COVID-19. As such, the Town may reassign duties as necessary during this emergency in order to ensure the continuation of essential public services, public health and public safety functions.

II. Definitions

“Essential duties” are those that have been designated by the Town Manager as necessary for public health and safety and, the continuing operation of the Town. The Town Manager has continuing authority to modify the determination of which duties are essential, based on the evolving nature and length of the COVID-19 public health emergency.

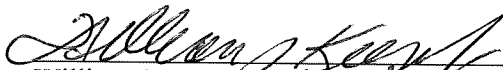
III. Authority

The Town Manager will work with Human Resources, Department Heads and/or other supervisors to determine which duties are essential for public health and safety, and the continuing operation of the Town. The Town Manager will work with Human Resources, Department Heads and other supervisors to continually review and evaluate which duties are essential, as this public health emergency evolves.

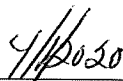
IV. Protocol

Employees who are reassigned to complete essential duties will be notified by Human Resources, their Department Head or their supervisor. Employees in the Police, Fire and Library Departments will not be assigned duties outside of their department. Employees will only be reassigned to duties that are within their current work classification. For example, clerical workers will be reassigned to perform essential clerical duties, and laborers will be reassigned to perform essential labor duties.

Department Heads or supervisors will provide employees with specific instructions regarding the completion of reassigned duties. Employees who are reassigned to perform essential duties are expected to perform these new duties until they are notified by Human Resources, their Department Head or their supervisor.



William G. Keegan Jr, IMCA/CM, Town Manager



Date