



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

**Remote Work & Telecommuting Policy
During the Coronavirus Emergency 2020**

I. Purpose

This policy memorializes the terms by which Town of Foxborough employees may temporarily work remotely/telecommute when approved by the Town. 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 grant certain employees or those employees who hold certain positions the option to work remotely on a temporary basis. This option shall be evaluated as the public health emergency evolves over time.

II. Definition

Telecommuting is a work arrangement, if approved in advance by the Town, in which some or all of the employees work is performed at a remote work site such as the home or in office space near home. Communication may be by one of several means, such as phone or computer. Some remote work may also include the writing of employee position succession plan binders, work-related training, and documentation review/update. The equipment utilized while working remotely may be owned and maintained by the employee or by the Town.

III. Authority

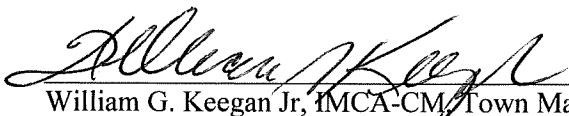
The Town Manager will work with the Assistant Town Manager/Human Resources Director, Department Heads and/or supervisors to determine the feasibility of a specific employee or position's ability to work remotely. The ultimate authority to allow an employee to work remotely is the Town Manager or his designee. Each employee allowed to work remotely must follow the appropriate procedure and sign an agreement outlining the understanding between the Town and employee.

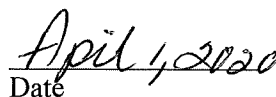
IV. Procedure

Employees who wish to work remotely must follow the procedure outlined below:

1. An employee wishing to work remotely must submit a request to their Department Head. Department Heads shall work with the Town Manager or his designee to determine whether to grant each request.
2. If approved, the employee will be presented with a telecommuting agreement that they must review and sign before remote work can begin (with certain exceptions made between March 24 and April 1, 2020). If denied, the employee will receive written confirmation of said denial.
3. Once the agreement is signed by all parties, the employee will receive a copy. All employees should be aware that telecommuting agreements are subject to change as the coronavirus emergency changes over time.
4. Any questions that arise through the duration of the remote work arrangement shall be directed to the Town Manager or his designee.

Please note that the utilization of sick, vacation, personal or other paid leave are subject to all normal procedures. Employees who wish to use said paid leave should request it according to existing Town policies or controlling collective bargaining agreements.


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


Date



TOWN OF FOXBOROUGH
Remote Work & Telecommuting Agreement
During Coronavirus 2020

Please respond to the following questions (initial):

1. I understand the Remote Work and Telecommuting policy. _____
2. I understand that I may not save, copy, or download any information, work or attachments onto personal devices. _____
3. I understand that the Town is not liable for the cost of personal devices; including but not limited to repairs, upgrades, software, wi-fi, or internet connections. _____
4. I understand that if I am not approved to work remotely, I will receive written confirmation. _____
5. I understand that the Town Manager will determine when the Remote Work & Telecommuting time period will end. _____
6. Additional conditions of this agreement: _____

Department: _____

Employee Name (print): _____

Employee's Signature: _____

Department Head Signature: _____

Town Manager Signature: _____

Date: _____

PLEASE RETURN SIGNED ORIGINAL TO THE ASSISTANT TOWN MANAGER