



## Remote Work Policy

### **Purpose**

The City of Easthampton has implemented a work-from-home policy to provide more flexibility and work-life balance options for employees. This policy establishes guidelines and procedures for effective optional telecommuting of employees on a part-time or intermittent basis. Most remote work arrangements will be one or two days weekly and not every employee will be eligible to work remotely due to their job responsibilities or work productivity. Remote work is not an employee entitlement but is an alternate means of serving the needs of the city outside of the office.

The option to work remotely requires the completion of a Remote Work Application and Agreement as well as the approval of the employee's Department Head and the Human Resources Director. Employee Application and Agreement must be completed in advance to remote work.

Participation in remote work will not change the terms or conditions of an employee's employment with the city. Any decision regarding the eligibility to telecommute shall be at the discretion of the city. The city reserves rights to cancel or suspend remote work arrangements at any point, for any reason, and may request an employee be present in the office at any time, regardless of their Remote Work Agreement.

### **Eligibility**

Telecommuting options pertain to positions with flexibility in scheduling and job functions that are supported easily by electronic means. Employees who are seasonal, temporary, or in a probational period, are not eligible for telecommuting.

An employee may be eligible for remote work when:

- Their job is independent in nature
- Their position does not require their presence at the regular worksite to address unscheduled events
- Their presence is not essential to the management of on-sight workflow
- Work can be completed remotely without diminishing quality or disrupting the productivity of a unit
- They demonstrate responsibility and dependability
- They communicate effectively with the public, coworkers, and supervisors
- They possess good organizational and time management skills

An employee will not be eligible for remote work when:

- Their position requires regular in-person contact with staff or public
- It is required for a supervisor to oversee their work
- They are required to access information or materials regularly that are only available at the worksite

### **Equipment/Office Space/Supplies**

Employees are required to use city-issued or approved equipment for remote work. Failures in equipment should be notified to managers and IT immediately. The City of Easthampton does not provide employees with office furniture such as desks, chairs, and lights for remote work.

Employees should work with Department Head and IT to determine equipment needs. City-issued equipment remains the property of the city at all times. Employees are responsible for missing or damaged equipment.

It is the expectation that the employee will establish a suitable workspace for remote work. The area should be free from safety hazards and suitable for the work being performed by the employee to be completed effectively and without distractions.

### **Safety and Security**

The security and sensitivity of information accessed remotely by an employee must be maintained in accordance with The City of Easthampton's policies and procedures on security and confidentiality. Failure to comply with security policies and procedures will result in discipline up to and possibly including termination.

### **Expectations**

Employees should maintain the same level of productivity and effectiveness working remotely as they would at the worksite. Employees approved for remote work should not work remotely more than two days per week unless otherwise authorized by Department Head, Human Resources, and the Mayor. Department Heads may request a written summary of activities completed while working remotely as needed.

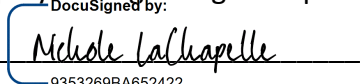
Employees are expected to:

- Remain accessible and productive during scheduled work hours
- Work their full, typical schedule
- Be able to attend all meetings in a virtual capacity
- Respond promptly to emails and phone calls
- Follow all city policies and procedures
- Get approval from department head before working more than their scheduled hours

### **Procedures**

1. Employees interested in working remotely must initiate a conversation with their Department Head.
2. If Department Head agrees with the request, the employee must sign off on acknowledgment and understanding of the remote policy and submit the Application and Agreement to Human Resources.
3. The Department Head and Human Resources Director will review the application for approval.
4. If approved, before starting remote work, employee and Department Head should work with IT to make necessary equipment arrangements. An inventory list of equipment for remote work must be kept.

Department Heads should review requests for remote work and ensure the highest level of public service is maintained. They should make sure abuses to this policy are not made and set clear expectations and guidelines for employee's performance expectations. They should monitor remote work and communicate effectively with employees regarding their performance and duties.

Mayoral Approval:  Date: 6/14/2021

## Easthampton Remote Work Agreement

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### Employee Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

Normal Employee Schedule (Days and Hours): \_\_\_\_\_

Remote Work Schedule (Days and Hours): \_\_\_\_\_

### **\*\*Acknowledgement\*\***

I fully understand the terms of this remote work arrangement as outlined in the above policy. I understand that my supervisor or the city may discontinue my participation in remote work at any time with or without cause.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Employer Approval**

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_