

TOWN OF OAK BLUFFS TELECOMMUTING AGREEMENT STATEMENT OF EXPECTATIONS

This "Statement of Expectations" is to be completed and signed by the employee and supervisor prior to participating in any remote work arrangement. Return signed agreements to the Human Resources Office.

As a condition of working remotely, I understand and acknowledge the following:

General Guidelines / Conditions

- I understand that working from home or other non-traditional work settings imposes additional responsibilities on me as an employee, as outlined in this document and others, or as may be prescribed by my supervisor.
- I understand that all Town policies will continue to apply to me while I work remotely. If I have any questions about the application of a policy in a remote work setting, I will raise them with my supervisor or with the Human Resources office.
- I understand that I am not eligible for reimbursement for any travel-related expenses related to working from home (e.g. no mileage reimbursement if employee needs to visit the office)
- I understand my supervisor's expectations of me while I am in a remote work setting.
- I will adhere to the work schedule provided by my supervisor and the remote work guidance on use and reporting requirements for sick and other accrued leave.
- I understand that I must be available by telephone, email and Skype during, Town work hours of 8:30 am to 4:00 pm, or hours determined by my supervisor, and the focus of the arrangement must remain on job performance and meeting the business needs of the Town.
- I understand that I am expected to provide my supervisor with a supplemental "work at home" narrative included in my time sheet which describes the work performed while telecommuting during that respective week/s.
- I understand the decision as to which individuals, groups or departments that will be eligible for working remotely shall be at the sole discretion of the Town and the employee's supervisor.
- The employee and his or her supervisor need to identify in advance a specific work schedule, including workdays and hours. Overtime is prohibited and must be approved by the employee's supervisor prior to any overtime hours taken.

- I understand the option to work remotely is temporary in light of the current public health circumstances concerning COVID-19 and is revocable at the discretion of the Town of Oak Bluffs on an individual or group basis and does not create a precedent, practice or expectation for the manner in which same or similar conditions will be addressed in the future.
- I understand consistent with the Town's expectation of privacy and information security for employee's working at the Town's offices, employees who work remotely will be expected to ensure the protection of confidential and privacy information that is accessible from their remote location.

Health and Safety Issues in the Remote Office

- I will select a workspace in my home that is clean and separate from the general living areas (especially kitchens and workshop areas).
- If I suffer a work-related injury while working remotely, I understand that I must promptly notify my employer as well as take all necessary steps and complete all necessary documents necessary to file a report of the injury.
- I understand that my employer has the right to make periodic visits to my home office to audit compliance with safety standards. The employer will provide reasonable notice for such visits.
- I also agree to provide the employer with immediate and unimpeded access to my home work area(s) in the event it is necessary for a Town representative to visit my home office to investigate an injury report.

Specific Remote Work Tasks/Deliverables

Daily work will vary consistent with priority projects, but will generally include the following:

- Remote participation in staff, team and project meetings, as needed or requested;
- Convening meetings, as needed;
- Coordination and communication with staff, municipal and regional officials, and project-specific partners and/or consultants/contractors to complete all necessary work assignments;
- Serving as a project manager, coordinating activities for specific programs or projects, as appropriate;
- Conducting research, preparing reports, studies, plans, project proposals, grant applications and other documents, as needed or requested;
- Analyzing and visualizing data and utilizing data analysis and visualization tools;
- Developing communications and outreach materials, including graphics and other content for use on the website, in project or program materials, or in social media applications.

*****Acknowledgement*****

Employee Name _____

Days/Dates of Anticipated Remote Work: _____

I fully understand the terms of remote work arrangement as outlined above and have been supplied in writing with the duties and work schedule required from my Supervisor.

I understand that my supervisor may discontinue my participation at any time with or without cause.

I understand that the Town retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

I have read and acknowledged receipt of the Telecommuting policy provided by the Town that accompanied this Agreement.

I understand that a program of re-certification may be required on an annual basis for as long as I continue to work remotely.

Employee Signature and Date: _____

Supervisor Signature and Date: _____

Human Resources Signature and Date: _____