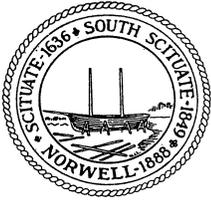


TOWN OF NORWELL

345 MAIN STREET P.O. BOX 295
NORWELL, MASSACHUSETTS 02061

(781) 659-8000
FAX (781) 659-7795
www.townofnorwell.net



Town of Norwell Employee Guidelines for Telecommuting During the Coronavirus (COVID-19) Health Emergency

Due to the current Coronavirus (COVID-19) health emergency, The Town Administrator has authorized telecommuting arrangements to support Town operations. These arrangements are expected to be short term; the Town will continue to monitor guidance from health officials and the need for remote work arrangements. Telecommuting is revocable at the discretion of the Town Administrator and does not create a precedent, practice or expectation for the manner in which same or similar conditions will be addressed in the future.

Definition: Telecommuting entails a work at home arrangement or a remote access arrangement for at least part of the work-week on a regular basis. Telecommuting may be appropriate for employees as determined by the Department Head/Supervisor and authorized by the Town Administrator.

Eligibility: The employee's direct supervisor makes the initial determination of the employee's ability to handle a telecommuting position. Factors taken into consideration may include past performance on projects and work assignments, past attendance, probationary status, an ability to utilize telecommuting technology, and if any of the position's essential functions are required during an emergency (weather or health).

There are some Town of Norwell positions that require the employee to be physically present in the workplace. These employees, as determined by the Town Administrator, Board of Selectmen, Chief of Police, Fire Chief, Board of Health, Highway Director/Surveyor and Water Commissioners, are not eligible to work remotely from home.

Productivity/Work Expectations: The supervisor will communicate in advance and/or on a remote work date what assignments or tasks are appropriate to be performed remotely. Employees should remain accessible and productive during scheduled work hours. The supervisor may contact the employee via telephone, email, or videoconference during work hours to discuss work assignments, tasks and work status. The supervisor may request a written summary of activities weekly or as needed.

The employee should understand that working remotely is not designed to be a replacement for appropriate child care or sick leave. Employees should use the available paid time off for these purposes.

All Town of Norwell policies, practices and instructions continue to apply as if the employee were working at the Town's work location. The employee should raise any questions about the application of a policy in a remote setting with his/her supervisor and/or Human Resources.

Schedule: The supervisor will identify in advance a specific work schedule, including workdays and hours. The employee must be available by telephone, email, or remote meeting during the work schedule. The Town may require employees to return to regular, in-office work as necessary and at any time.

Schedule (continued): Non-exempt employees' hours may not exceed their regular weekly work schedule. Additional work hours and overtime cannot be paid unless authorized in advance by the employee's direct supervisor.

An employee who is unable to work remotely due to illness or another reason should request available paid time off (sick, vacation, personal) in accordance with paid time off policies.

Timesheet: All employees paid on an hourly basis should complete a timesheet to record their telecommuting dates, hours worked and lunch/other breaks.

Confidentiality: Employees are expected to ensure the protection of confidential and privacy information that is accessible remotely.

Remote Connectivity/Remote Communications with the Public, Supervisors & Co-Workers: Access to emails and network (Intranet and file shares) should be done using a computer provided and managed by the Town of Norwell's IT department. The employee should use the IT department's recommended remote communication tools such as email, remote meetings, etc. for all electronic communications.

Safety/Security: The employee should maintain a safe work environment and provide a secure location for Town equipment and materials. The employee will exercise reasonable care to protect the equipment against theft, accidental damage, and environmental harm. The employee assigned to the equipment, and no one else, may use it for the purpose of Town business only. The Town does not relinquish control over any of the components of the system, materials stored in the system, or files contained in the system and reserves the right to examine all data stored in the machines and the network; users should expect only limited privacy if any personal files are stored on the Town's system. Users should keep in mind that email is considered a written communication subject to public records laws. The employee will comply with the Town's Offsite-Use of Laptop Computers and other Town-Owned Equipment, Mobile Device, and Internet, Digital Information & Communication Acceptable Use policies.

Injury While Working Remotely: The employee will promptly notify his/her supervisor and/or Human Resources if a work-related injury occurs while working remotely. If medical attention is required, the employee should immediately contact his/her medical provider or go to a nearby urgent care facility. The incident will be reported to the Town's Workers' Compensation Insurer for investigation and a claims approval/non-approval determination.