



Town of Hubbardston

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EMERGENCY REMOTE WORK POLICY

I. GENERAL POLICY

Due to the current COVID-19 (coronavirus) crisis, the Town of Hubbardston is implementing temporary telecommuting arrangements for employees whose job duties are conducive to working from home, but who do not regularly telecommute. However, there are some positions at the Town of Hubbardston that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel include the following positions:

- Law Enforcement Personnel
- Fire Department Personnel
- Emergency DPW Personnel
- Town Administrator
- Payroll/Finance Personnel (as needed and if unable to work remotely)

Essential personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

All other town positions are approved to work from home temporarily and during declared federal, state and local emergencies. Employees are expected to return to the town offices in order to accomplish essential functions like financial duties, payroll and department-specific requirements.

These arrangements are expected to be short term. Town officials will continue to monitor guidance from health officials and reserve the right to revoke this policy. Employees should not

assume any specified period of time for telework, and the Town of Hubbardston may require employees to return to regular, in-office work at any time.

Expectations for remotely working include the following:

- Process all incoming mail (weekly)
- Respond to all telephone and emails received during normal working hours the same day or within 24 hours
- Update all virtually available information (Town Web site)
- Complete all essential department functions timely
- Complete long-term projects and department improvement plans
- Develop continuity and department manuals

II. REMOTE WORK SPECIFICS

Telecommuting employees must have and maintain a safe and healthy worksite. Confidential information must be protected and kept secure at the worksite.

Non-work-related events and activities should not disrupt or interfere with work at the remote worksite.

The employee must be available by phone during scheduled work hours.

III. COMPUTER SUPPORT

If the employee experiences problems with the network connection, he or she are responsible for working out issues with their Internet Service Provider (ISP). Employees will have limited access to Town IT Services as needed.