

Telecommuting Policy

Purpose – The purpose of this policy is to establish parameters for employees to work from home by telecommuting. For purposes of this policy, the Town of Clayton will be referred to as the “Town.”

1. The employee will telecommute from their home. The “home office” work schedule will be Monday through Friday and follow their regular office hours, unless otherwise approved by the Town Supervisor, or his/her designee. All current meal and rest breaks remain in effect.
2. The employee agrees to be available during the assigned business hours, except during normal lunch breaks, and rest breaks, for communication through such methods including, but not limited to, a land-line phone, cell phone, Teams, GoToMeeting, Zoom, or other related meeting platform, and e-mail. The employee agrees to respond in a timely basis to business emails or voicemails.
3. The job duties, obligations, responsibilities and conditions of the employee's employment with the Town will remain unchanged.
4. The employee's salary, retirement, paid leave, health, dental and vision insurance coverage, and all other employee benefits shall remain in effect.
5. Work hours, overtime compensation, use of sick and personal leave, and approval for use of vacation will conform to the Town's policies and procedures, departmental guidelines, or to the appropriate corrective bargaining agreement, and to the terms otherwise agreed upon by the employee and the Town.
6. The employee agrees to maintain a safe work environment, to report work-related injuries to their Department Head or Town Supervisor at the earliest opportunity, and to hold the Town harmless for injury to others at the telecommuting location.
7. The employee agrees to provide a secure location for Town-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than Town business. The employee agrees to maintain in a secure manner the confidentiality of Town records and other information. All equipment, records, and materials provided by the Town shall remain Town property.
8. The employee agrees to return Town equipment, records, and materials within one (1) workday following the termination of this policy. All Town equipment will be returned by the employee for inspection, repair, replacement, or repossession with two (2) days' written notice.
9. The employee will follow the security measures contained in the Town's Employee Handbook and Network Security Policy, including maintaining the integrity of work-related computer passwords. Virtual Private Network (VPN) will only be used on Town-owned devices of employees authorized by the Town Supervisor, after signing out this equipment. It is the responsibility of the employee with VPN privileges to ensure that unauthorized users are not allowed access to internal networks. The employee will contact their Department Head with questions regarding computer system security. The Department Head will contact

the Town Supervisor's office for technical guidance and support.

10. The Town will pay for the maintenance and repairs to Town-owned equipment. The employee will report all equipment issues to their Department Head the same day an equipment issue arises. The Department Head will make a request to the Town Supervisor's office or the need to repair and/or replace equipment so that maintenance and/or repair of the equipment can be scheduled.
11. The Town will not pay for the maintenance or repairs of privately-owned equipment, utility costs associated with the use of the computer or occupation of the home, office supplies, or travel expenses associated with commuting to the Town's main office.
12. The Town retains the right to modify this policy on a temporary basis as a result of business necessity (for example, the employee may be required to come to the office on a particular day).
13. The employee understands that he or she is responsible for insurance consequences, if any, of this arrangement.

I have read this Telecommuting Policy and agree to its terms.

Employee Name: _____

Employee's Signature: _____

Date of Signature: _____

Job Title: _____

Department Head Signature: _____

Date of Signature: _____

Return a signed copy of this policy to your department head who will forward to the Town Supervisor's office.