

Maine Township Remote Work Policy and Procedure

Objective

Maine Township has continued to develop alternative ways in which all employees can continue to work while reducing the risk of COVID-19 exposure to its employees to the greatest extent possible and consistent with local, state and federal emergency orders.

It has been our goal to create more opportunities for Township staff to complete their work from a remote location to serve our taxpayers during this emergency period. It is important to remember that teleworking may be appropriate for some staff and some positions, but not for others. It is not an entitlement, but rather a program to offer continuation of work for employees as well as continuity in Township operations. It in no way changes the terms and conditions of employment.

General Eligibility Requirements

1. The employee must be able to carry out substantially the same duties, assignments and other obligations from their remote work location as they do when working on Township premises.
2. The employee must have a safe and suitable space to telework which also ensures the confidentiality of Township information and protection of equipment.
3. It is the intention that this policy shall only be in effect during the COVID-19 crisis of 2020. This policy shall be in effect for no longer than 90 days unless continued by the Township Board, but may terminate sooner as determined by the Township.

Equipment

1. To the extent necessary and available, Maine Township may furnish the teleworking employee with equipment such as laptop, data and communication equipment, printer and other equipment consistent with availability and the employee's job duties. Equipment supplied by Maine Township will be maintained by Maine Township. Equipment supplied by the employee, if deemed appropriate by Maine Township, will be maintained by the employee. Maine Township accepts no responsibility for damage or repairs to employee-owned equipment. Maine Township reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by Maine Township is to be used for business purposes only. The employee may be required to sign an inventory of all Township property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of the telework arrangement, all Township property will be returned to Maine Township.
2. Maine Township will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.
3. Maine Township will reimburse the employee for business-related expenses, such as phone calls, data use, and miscellaneous expenses at the rate of \$10 per month. The

employee shall obtain prior approval to incur any extraordinary costs (i.e. shipping) from their supervisor and submit proof of same for separate reimbursement.

4. The employee will establish an appropriate work environment within his or her home for work purposes. The employee will be responsible for costs associated with the setup of the employee's home work space, including furniture, lighting, repairs or modifications to the home office space.
5. The employee must be able to access their Township provided email account for email communication regarding Township business and are prohibited from using their personal email or social media accounts for Township business.

Successful Telework Requirements

1. The number of hours in the employee's workweek as well as the hours of work shall remain the same unless a reduced or flexible work schedule is agreed upon. A flexible work schedule may include working outside of the normal hours of work or working split hours in a day to accommodate other family needs. Non-exempt employees will be paid for actual hours worked and may use benefit time to make up the remainder of their scheduled work hours.
2. If working a flexible or reduced schedule, the employee must be available during two core periods during the workday to communicate and collaborate with their other Township employees. Those core periods are 9:30 to 11:00am and 1:30 to 3:00pm.
3. Employees must devote their full time and attention to their duties during their work hours. To that end, employees must arrange for alternative care for children or other family or household members while teleworking.
4. Expectations will be established between the employee and Maine Township regarding work assignments, productivity levels and measurements.
5. Employees are required to electronically or telephonically "check-in" and "check-out" with the Township or other Township employees at the beginning and end of each work period. If an employee works split hours during a day, then the employee will "check-in" and "check-out" each time they start and stop work in a day.
6. Non-exempt employees may not work additional time beyond their scheduled number of hours of work in any day or week without prior written approval of their supervisor.

Safety

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by Maine Township's workers' compensation insurance. Teleworking employees are responsible for notifying Maine Township of such injuries as soon as practicable, and generally within 24 hours of sustaining the injury. The employee is liable for any injuries sustained by household members or visitors to his or her home worksite.

TELEWORK AGREEMENT

I, _____, acknowledge that I have read and understand the foregoing Telework Policy and Procedure for Maine Township and I agree to the terms of the above policy. My expected schedule and hours of work will be as follows:

Sunday	_____
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____

I further acknowledge that my telework arrangement may be discontinued in the sole discretion of Maine Township at any time and for any lawful reason.

Employee:

Date: _____