

## 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 Village of Clayton will be referred to as the “Village.”

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 Village Mayor, 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 Village 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 Village'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 Village.
6. The employee agrees to maintain a safe work environment, to report work-related injuries to their Department Head or Village Mayor at the earliest opportunity, and to hold the Village harmless for injury to others at the telecommuting location.
7. The employee agrees to provide a secure location for Village-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than Village business. The employee agrees to maintain in a secure manner the confidentiality of Village records and other information. All equipment, records, and materials provided by the Village shall remain Village property.
8. The employee agrees to return Village equipment, records, and materials within one (1) workday following the termination of this policy. All Village 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 Village'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 Village-owned devices of employees authorized by the Village Mayor, 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 Village Mayor's office for technical guidance and support.

10. The Village will pay for the maintenance and repairs to Village-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 Village Mayor'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 Village 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 Village's main office.
12. The Village 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 Village Mayor's office.