**MASS TECH HYBRID TELEWORK POLICY**

**PURPOSE**

This Policy governs the MassTech Hybrid Telework Program. This Program, established in July 2021, was developed after the Governor’s COVID-19 State of Emergency was lifted. What living through this global pandemic has shown us with regards to working from home is that while telework was largely successful, some functions—such as brainstorming sessions and new employee onboarding—are best accomplished in person. Resuming in-person interactions is also expected to facilitate team-building activities, strengthen relationships with colleagues, and contribute to employee wellbeing. Moving to a hybrid work model will allow us to maintain the positive aspects of telework while reincorporating these and other valuable in-office activities.

The Goals of this Program are to increase Collaboration, and provide Flexibility and Certainty regarding employees’ schedules.

This Policy sets forth the terms and conditions under which eligible MassTech staff may perform their job duties by telecommuting, i.e., working at a location outside the MassTech office.

**GENERAL PRINCIPLES**

Teleworking is a privilege, not a right.

MassTech’s mission and business needs supersede a staff member's individual hybrid telecommute arrangement. Accordingly, a manager or supervisor may rescind or revise a staff member's teleworking privileges at any time to meet business needs, and the Executive Director may eliminate the MassTech hybrid telecommute work program at any time to meet agency business needs.

All state and federal laws, regulations, and policies apply to telework in the same way as to work on-site at the MassTech office location.

No term or condition of employment, including, but not limited to, position, grade, salary, or benefits, may change due to a staff member's participation in the MassTech hybrid telework program.

A staff member may not use teleworking as a substitute for child or adult care. Appropriate earned time must be taken if an employee performs caregiving responsibilities or other personal obligations during work hours, consistent with MassTech’s policies regarding earned time.

**ELIGIBLE STAFF**

In order to be eligible for telecommuting, a MassTech staff member must:

1. Be employed as a full time or part time employee working a minimum of 20 hours a week (but not an intern, volunteer, or other, non-contract staff member); and
2. Be in a pay status.

**SCHEDULE AND TIME REPORTING**

Telework must be based on a pre-arranged schedule stated in the staff member's hybrid telework agreement.

A staff member's regular hourly schedule applies to work on telework days. The MassTech work week is defined as Monday- Friday between the hours of 8 a.m. – 6 p.m.

Staff teleworking schedules may vary according to job duties, specific projects, requirements for communications with outside constituents, and scheduled events.

Employee compensation and benefits, including vacation, sick leave, and other forms of leave shall not be affected by the telework arrangement.

An employee may not work a condensed work schedule, for example working four, ten hour days and compensating themselves a day off in that week.

A staff member who does not telework on their scheduled telework day(s), for any reason including, but not limited to, their manager requiring in-person attendance at a MassTech office or work-related event off site, may not carry the missed telework day(s) to a successive week or receive complimentary time or any other form of credit or compensation for the missed telework day(s). The employee’s manager may choose to allow the employee to switch telework days during that week, at the manager’s discretion.

A staff member's manager may approve ad hoc teleworking on an occasional basis to meet reasonable unusual needs of the staff member.

Consistent with our earned time policies, employees must seek advanced approval from their manager to use sick leave, vacation, or other leave on teleworking days.

For non-exempt employees, overtime to be worked on-site and on telework days must be approved in advance.

All state and federal laws, regulations, and policies concerning time, attendance, and performance management apply to telework in the same way as to work on-site at the MassTech office location.

**APPLICATION AND AGREEMENT**

A staff member must complete a telecommute agreement to participate in the MassTech hybrid telework program. The agreement must be approved by the staff member's manager and Human Resources before starting telework.

If an employee fails to sign a hybrid telecommute agreement and return to HR by September 13, 2021, they will return to an on-site five day a week work schedule.

The manager and HR will review the telework agreements at regular intervals and will determine if changes need to be made to the employees schedule or the agreement rescinded. Initial review will take place before the end of calendar year 2021, and in subsequent years review of telecommute agreements shall, at a minimum, take place during annual performance reviews. An employee’s manager and/or HR may review the agreement at any time.

**RECISSION OF TELEWORK**

A manager may rescind or revise a staff member's teleworking privileges:

1. If the staff member fails to meet any term or condition of the hybrid telework agreement, including, but not limited to, adhering to the staff member's telework schedule, communicating with or being reachable by the manager or co-workers;
2. producing deliverables as required by the manager, or if the staff member's performance falls below acceptable levels as deemed by their manager to continue to telework; or
3. at the convenience of MassTech, as directed by the Executive Director or a designee

Upon rescission of a staff member's hybrid telework agreement, the employee must return to a five day a week in- person work schedule.

**REPORTING AND COMMUNICATION**

A staff member must communicate with their manager and provide deliverable status updates while teleworking, at a frequency to be set by the manager.

A staff member must respond to communications from their manager, co-workers, and stakeholders while teleworking, within a reasonable time interval.

A staff member must attend all scheduled team or stakeholder meetings by phone, videoconference, or in person, as required by the manager.

Staff members must forward their desk phones to the phone numbers at their telework site throughout each telework day.

Managers may require staff members to identify their telework days on their Outlook calendar by setting up a recurring meeting for days an employee is working remotely and marking the *show as* “Working Elsewhere” between 8 a.m. and 6 p.m. This will enable co-workers to see an employee’s availability in the office to more easily schedule an in-person meeting

Staff members must report time spent teleworking in the Microix time reporting system.

**PRIVACY, CONFIDENTIALITY, SECURITY**

All state and federal, regulations, and policies concerning privacy, confidentiality, and security of systems and data (in both print and electronic format) apply to telework in the same way as to work on-site at the MassTech office location.

Staff members must safeguard all confidential work-related information during telework.

Staff members may take no action during telework that would compromise the privacy, confidentiality, or security of work-related data and systems.

**PUBLIC RECORDS AND DOCUMENT RETENTION**

The Massachusetts Public Records Act pertains to all documents made or received by MassTech employees while teleworking. You must adhere to document retention and storage requirements while teleworking, as described in the Employee Handbook.

**WORKSITE AND EQUIPMENT**

All regulations, and policies concerning employee use of MassTech resources and equipment apply to telework in the same way as if at the MassTech office location.

Depending on the nature of the teleworking staff member's duties, MassTech will determine what, if any, equipment to provide the staff member for use during telework.

Employees will only be issued one workspace technology setup to be used at their primary office location. Hotel offices and workspaces with docking stations and monitors will be available for in office use by employees if their setup is at home. These workspaces can be booked via Outlook.

To the extent that the staff member provides their own equipment for use during telework, the staff member must maintain such equipment and bear all associated costs.

To the extent that MassTech provides equipment for the staff member's use during telework, MassTech must maintain such equipment and bear associated costs. The staff member must safeguard such equipment and be responsible for loss or theft thereof.

MassTech must ensure that a teleworking staff member has access to all systems needed to perform their specific duties while teleworking.

A teleworking staff member must maintain a safe working environment for telework. MassTech shall bear no responsibility or liability for any loss or damage to persons or property that occurs at the staff member's telework site.

MassTech will continue its cell phone allowance for employees who are teleworking, which will be prorated in accordance with their telework agreement. For example:

* + For employees with 3 or more scheduled days in the office, the allowance will be 40% of today’s reimbursement of $50 per month.
  + For employees with 2 scheduled days in the office, the allowance will be 60% of today’s reimbursement of $50 per month.

**ACCIDENTS/INJURY**

A teleworking staff member must notify Human Resources within 24 hours of any accident or injury they sustain while performing official duties at the telework site.

MassTech’s Workers Compensation insurance applies to accidents or injuries an employee sustains while performing official duties at the telework site in the same way as to accidents or injuries an employee sustains while performing official duties on-site at the MassTech office location.

**TRAVEL AND TRANSPORTATION**

A teleworking staff member must comply with a reasonable request from their supervisor, or any other person in the MassTech chain of command, to attend an on-site meeting or event. Should a conflict arise about a request to attend an on-site meeting or event on a telework day, Human Resources or MassTech’s Executive Director will make the final determination regarding what is a reasonable request.

A teleworking staff member must have access to reliable transportation if they are requested to attend an on-site event.

**If you have any questions about this Policy, please reach out to Human Resources.**

##### MASSTECH COLLABORATIVE TELECOMMUTING AGREEMENT

**Date Submitted**:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | | | **Title:** | | | |
| **Current Status:** | Full Time | or | Part Time | | | Exempt | or | Non Exempt |
| **Department:** | | | | **Supervisor/Manager’s Name:** | | | | |

This Agreement specifies the conditions applicable to an arrangement for performing work at an alternate workplace, someplace other than the MassTech Boston office or Westborough campus on a regular basis. The agreement begins on       and continues until      . The terms of this Agreement, and my compliance thereof, shall be reviewed by my supervisor before the end of calendar year 2021.

I understand that all obligations, responsibilities, terms and conditions of employment with the Mass Tech Collaborative remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.

###### **I. PROPOSED WORK SCHEDULE**

1. **Department** – **I understand that I am required to work on-site in Boston or Westborough for a minimum of two (2) days a week.** Mass Tech operating hours are between 8:00 a.m. – 6:00 p.m.

**Office Location:**       (Boston or Westborough)

Days and hours when the employee is normally expected to work on-site are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | MON | TUE | WED | THUR | FRI |
| Hours |  |  |  |  |  |

\*All employees must record actual time worked.

B. The alternate workplace is located at:

C. **Alternate Workplace** - Days and hours when the employee will normally work off-site.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | MON | TUE | WED | THUR | FRI |
| Hours |  |  |  |  |  |

\*All employees must record actual time worked.

D. Additional hours involving overtime (for non-exempt employees only) at any workplace must be approved in advance by the supervisor.

E. As with telework and other alternative work options before the pandemic, hybrid work schedules will vary depending on various factors, such as operational need, supervisor approval, and assigned work duties. Mass Tech will retain the discretion to direct employees to report to their work locations as necessary.

**I understand that when meetings or events are scheduled that require in-person attendance, as determined by my supervisor, I am required to attend in-person even if the meeting occurs on a day in which I am scheduled to work off-site.**

###### **II. SPACE /EQUIPMENT/RECORDS**

* I agree to use Mass Tech-owned records, and materials for purposes of Mass Tech business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure. I understand that although I may be permitted to use the Mass Tech-owned equipment for incidental personal use, such use shall not interfere with the business use of the equipment.
* I agree to report to the supervisor instances of loss, damage, or unauthorized access at the earliest opportunity.
* I understand that all equipment, records and materials provided by Mass Tech shall remain the property of Mass Tech.

## III. SAFE WORKING ENVIRONMENT

* I agree to maintain a safe and secure work environment.
* I agree to allow Mass Tech access to assess safety and security.
* I agree to report any work-related injuries to my supervisor or Human Resources at the earliest opportunity.
* I agree to hold Mass Tech harmless for injury to others at the alternate workplace.

## IV. OTHER

* The opportunity to telework is not an entitlement I can demand or expect. This agreement is for the benefit of the employee, not the employer.
* MassTech may terminate or modify the entire program or the telework arrangement with me at any time, without advance notice, and with or without cause.
* None of the terms of my employment will change as a result of this agreement. This includes the fact that I am and continue to be employed as an “at-will” employee, meaning that either I or Mass Tech can terminate the employment relationship at any time, without advance notice, and with or without cause.
* All company policies and standards of performance will continue to apply to me while this agreement is in effect.
* I understand that I am responsible for tax consequences, if any, of this arrangement.
* For commuting reimbursement purposes, your assigned MassTech job site will remain your principal place of business, and reimbursement is subject to the provisions of the Travel, Boston Parking and Transportation benefits policy.
* I must comply with the work schedule my supervisor has established for me, which is written above. Any change in that work schedule requires my supervisor’s advance written approval.
* This agreement and work schedules are subject to ongoing review and may be subject to modification or termination at any time based on performance concerns or business needs.
* I attest that I will not perform caregiving responsibilities or other personal obligations during work hours unless appropriate earned time is taken, consistent with MassTech’s policies regarding earned time.

## I hereby affirm by my signature that I have read this Telecommuting Agreement, and understand, agree to, and will abide by all of its provisions.

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## Employee Signature Date

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## Supervisor Signature Date

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## Human Resources Director Signature Date