

MASSTECH COLLABORATIVE

TELECOMMUTE AGREEMENT

Employee Name:	
Employee Title:	
Manager Name:	
Department:	
Current Status:	<div style="display: flex; justify-content: space-around;"> Full-Time or Part-Time Exempt or Non-Exempt </div>
Date Submitted:	

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 MassTech Collaborative remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.

I. PROPOSED WORK SCHEDULE

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

Office Location: Boston Westborough

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

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday
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:

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday
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. MassTech 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 MassTech-owned records, and materials for purposes of MassTech 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 MassTech-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 MassTech shall remain the property of MassTech.

III. SAFE WORKING ENVIRONMENT

- ✓ I agree to maintain a safe and secure work environment.
- ✓ I agree to allow MassTech 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 MassTech 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 MassTech 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 principle 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.

Employee Signature:		Date:	
Manager Signature:		Date:	
HR Director Signature:		Date:	