

## Work from Home Policy

Due to the current COVID-19 (coronavirus) the Town of Milton is implementing voluntary temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at the Town of Milton that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel include the following positions:

- Department Heads

Essential personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Positions approved to work from home temporarily include the following:

- TBD "To Be Determined"

Additional positions may be considered on a case-by-case basis.

These arrangements are expected to be short term, and the Town of Milton will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and the Town of Milton may require employees to return to regular, in-office work at any time.

Should the current health crisis warrant, the Town of Milton may require all employees, with the exception of essential personnel, to work from home. Department Heads will be notified in writing when this policy goes into effect and when it is suspended. Department Heads must work proactively with employees on appropriate preparations to ensure employees have the resources necessary to work remotely to ensure uninterrupted levels of service while they are working from home. Department Heads must prepare these plans before such circumstances occur.