



TOWN of
BRIDGEWATER
Incorporated 1656

Human Resources

Municipal Office Building
66 Central Square
Bridgewater, MA 02324
508-697-0966

Town of Bridgewater -Remote Work Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: ☐ Exempt ☐ Nonexempt

This telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Telecommuting work location: _____

Employee's regular schedule (Include which day will be remote and hours)

Employee Responsibilities

The employee agrees to the following conditions:

1. Work Hours:

- Adhere to agreed-upon work hours. Any changes must be communicated in advance to your supervisor.
- Employees may be required to report to the workplace on a scheduled remote day if necessary to ensure adequate staffing and a presence in the department.
- Nonexempt employees must record all hours worked and meal periods taken in accordance with regular timekeeping practices.

2. Communication:

- Be reachable via agreed-upon communication channels (email, phone, instant messaging) during work hours.

Bridgewater:

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3. Productivity:

- Maintain productivity and meet deadlines as if working in the office.
- Participate in scheduled meetings and check-ins with your team and supervisor.

4. Workspace:

- Set up a dedicated workspace free from distractions to promote focus and productivity.
- Ensure your workspace complies with health and safety guidelines to prevent accidents or injuries.

5. Compliance:

- Follow all Town of Bridgewater rules, policies, practices, and instructions as if working at the Town's physical location.

6. Dependent Care:

- Arrange regular dependent care, understanding that telecommuting is not a substitute for dependent care.

Equipment

1. Town-Provided Equipment:

- The Town of Bridgewater will provide the following equipment:

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2. Employee-Provided Equipment:

- The employee will provide the following equipment:

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3. Equipment Use:

- Town equipment is to be used exclusively by the employee and only for business-related work.
- No changes should be made to security or administrative settings on Town equipment.
- All tools and resources provided by the Town always remain the property of the Town.

- The employee agrees to protect Town equipment from theft or damage and to report any theft or damage to their manager immediately.

Information Security

- The employee agrees to comply with the Town of Bridgewater's policies and expectations regarding information security.
- The employee must ensure the protection of proprietary information accessible from their home office.

General Terms

- All terms and conditions of employment with the Town of Bridgewater remain unchanged, except those specifically addressed in this agreement.
- Management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- The employee agrees to return all Town equipment and documents within five days of termination of employment.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human resources signature: _____ Date: _____