

Temporary Working/Schedule Arrangements

Due to the current COVID-19 (coronavirus) outbreak, the City of Brockton is implementing arrangements for employees whose job duties are conducive to working from home and/or to allow employees to work on a rotating basis. The City of Brockton is open for business. 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.

This policy establishes the work plan for the City because of the differing nature of our business, departmental guidelines determine employee scheduling needs and should be communicated to employees.

Alternative Work Schedules

In an effort to balance the needs of responding to the public health crisis and also to ensure continuity of public services the City is implementing a temporary working arrangement to be determined by Department Heads subject to final approval by the Mayor and Human Resources Director. Departments will remain open in a modified capacity based upon the established schedules.

These procedures cannot anticipate every situation that may arise under an alternative work schedule. It is the responsibility of each Department Head to make fair, consistent and objective decisions when faced with circumstances that are not specifically addressed in these policies and procedures.

Reporting Absences

While on an alternative work schedule, employees should contact their Department Head the day of the absence via phone or internet and as soon as reasonably possible. Additional instructions and/or arrangements may be considered on a case-by-case basis.

Department Head Role

Once an Alternative Work Schedule program is established the Department Head will be responsible for monitoring the quality and timely completion of work within their areas of responsibility to ensure department objectives are accomplished. The Department Heads will report all accomplished objectives to the Mayor and to Human Resources on a daily basis.

These arrangements are expected to be short term, and the City will continue to monitor guidance from health officials in assessing temporary work arrangements. Employees should not assume any specified period of time for telework, and the City may require employees to return to regular, in-office work at any time. The City of Brockton may amend and/or terminate this temporary work schedule arrangement at any time for any reason whatsoever.

If you have additional concerns regarding this policy and/or the implementation thereof please contact Human Resources.