



---

# Emergency Reassignment of Duties Policy

---

## **Pursuant to the Declaration of Emergency adopted March 14, 2020**

### **I. Purpose**

This policy aims to dictate the terms by which Town of East Bridgewater ("Town") employees may be temporarily reassigned to perform essential duties for the Town, outside of the duties of their current position. The Town, and the United States of America generally, are experiencing an unprecedented public health emergency related to the novel coronavirus and its related disease, COVID-19. As such, the Town may reassign duties as necessary under these emergency circumstances in order to ensure the continuation of essential public health and safety functions.

### **II. Definitions**

"Essential duties" are those that have been designated by the Department Head as necessary for public health and safety and, the continuing operation of the Town. The Department Head has continuing authority to modify the determination of which duties are essential, based on the evolving nature and length of the COVID-19 public health emergency.

### **III. Authority**

The Town Administrator will work with Department Heads and/or other supervisors to determine which duties are essential duties for public health and safety, and the continuing operation of the Town. The Town Administrator will work with Department Heads and other supervisors to continually review and evaluate which duties are essential as this public health emergency evolves.

### **IV. Protocol**

Employees who are reassigned to complete essential duties will be notified by the Town Administrator, their Department Head or their supervisor. Employees will only be reassigned to duties that are within their current work classification. For example, clerical workers will be reassigned to perform essential clerical duties, and laborers will be reassigned to perform essential labor duties.

Department Heads or supervisors will provide employees with specific instructions regarding the completion of reassigned duties. Employees who are reassigned to perform essential duties are expected to perform these new duties until they are notified by the Town Administrator, their Department Head or their supervisor.

When making the decision to reassign, the Town will provide as much notice as practicable to the Union and the affected employee(s).